



THE PARLIAMENTARIAN

A MANUAL OF PARLIAMENTARY PRO-
CEDURE, EXTEMPORANEOUS
SPEAKING, AND THE
ART OF DEBATE

By
CORA WELLES TROW

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*Our chief want in life is somebody
who shall make us do what we can.
This is the service of a friend.*

—Emerson.

Table of Rules Relating to Motions

Number of Section in Manual.	In Order when Another Person has Floor.	Majority Vote.	Requires Two-thirds Vote.	Can be Reconsidered.	Can be Amended.	Can be Discussed.	Must be Seconded.
38 Adjourn.....		×	..	..	..	..	×
37 Adjourn, Fix Time to.		×	..	..	×	×	×
28 Amend.....		×	..	..	×	×	×
28 Amend an Amendment		×	..	..	..	×	×
64 Amendment to Con- stitution or By-Laws		..	×	..	..	×	×
31 Appeal.....	×	×	..	×	..	..	×
31 Call to Order.....	×	×	..	..	..	..	..
56 Close Discussion.....		..	×	×	..	..	×
27 Commit or Refer.....		×	..	×	×	×	×
24 Lay on the Table.....		×	..	..	..	..	×
32 Objection to the Con- sideration of the Question	×	..	×	..	..	..	..
40 Orders of the Day....	×	×	..	..	..	..	..
26 Postpone to a Certain Time.....		×	..	×	×	×	×
29 Postpone Indefinitely.		×	..	×	..	..	×
25 Previous Question....		..	×	×	..	..	×
39 Question of Privilege..	×	×	..	..	..	×	..
33 Reading of Papers....		×	..	×	×	×	×

Table of Rules Relating to Motions—Continued

Number of Section in Manual.	In Order when Another Person has Floor.	Majority Vote.	Requires Two-thirds Vote.	Can be Reconsidered.	Can be Amended.	Can be Discussed.	Must be Seconded.
43 Ratify.....	...	×	..	..	..	×	×
45 Reconsider.....	×	×	..	..	..	×	×
42 Renew.....	...	×	..	..	..	..	×
54 Reopen Discussion....	...	×	..	..	..	..	×
44 Rescind—Repeal*	...	..	×	×	..	..	×
40 Set Aside Orders of the Day.....	×	..	×	..	..	..	×
35 Suspend the Rules....	...	..	×	..	..	..	×
24 Take From the Table.	...	×	..	..	..	..	×
26 Take up a Motion Postponed and set aside Postponement.		..	×	..	..	..	×
26 To Make a Motion Postponed a Special Order.....		×	..	..	..	×	×
34 Withdrawal of a Mo- tion.....		×	..	..	..	..	×

* If previous notice has been given that this motion will be introduced, it only requires a majority vote.

PREFACE

It is the desire of all organizations to transact the business before them in the most correct and expeditious manner. It is impossible to fulfill this desire without the aid of Parliamentary Law. When business is transacted in an unparliamentary manner, the very action the organization desires to take is often rendered null and void because of the irregularity of the procedure. It was formerly contended that if a club did what it desired to do, it was not necessary that it should be done correctly. "A club is a self-governing organization," "A body is superior to its constitution;" these were some of the expressions commonly used. This point has been settled by several legal decisions, notably that of Judge Campbell, who holds that clubs are only self-ruling as far as their constitutions agree with the general principles of common law. This being the case it is necessary for us to acquaint ourselves with the

laws governing the proceedings of clubs and societies, in order that the action taken may be in accordance with these laws. The purpose of this manual is to furnish a guide to the proper procedure to be pursued in the conduct of the meetings of clubs and societies. It is intended for the use of deliberative assemblies only. The second part of this book furnishes a few simple rules for the preparation and delivery of an extemporaneous speech, to which is added the proper method for arranging a debate.

The disinclination of the present-day audience to listen to a written speech makes it highly desirable for those who seek to hold the attention of those they address to be able to dispense with notes.

There is a growing tendency on the part of clubs and societies to use the debate as a means of arriving at some definite conclusion in regard to the subject brought before them for study. There is no available guide for the conduct of such debates, which, from their nature, require a slightly different form of procedure from that employed in the

legal or political debate. It is hoped that the method outlined in this book will be found helpful. Thanks are due to Prof. Raymond MacDonald Alden, whose system of argumentation as outlined in his book, "The Art of Debate," has been followed in this work.

Part First
ORGANIZATION:
CONDUCT OF MEETINGS

PARLIAMENTARY PROCEDURE

1. **Procedure.**—All meetings at which business is transacted require the use of Parliamentary Law in order to make effective the business transacted, and prevent tedious delays.

The Procedure treated in this book is that which should be used for any or all meetings except such as are of a Judicial or Legislative Character.

2. **Mass Meeting.**—A Mass Meeting is a meeting called to discuss the advisability of taking some proposed action, and at this meeting the sense of those present is ascertained by the introduction of a motion in regard to the proposed action and the taking of a vote.

Duly organized societies do not hold mass meetings. It is in order that any society should hold a meeting to which the public is invited, but this is not a Mass Meeting. It is a Public Meeting.

The purpose of a Mass Meeting may be anything which seems to call for con-

certed action, such as the organization of a society, the protest against some public nuisance, or the indorsement of a political candidate.

3. Organization.—When a Mass Meeting is called to discuss the advisability of organizing a new society or other organization, a notice is sent out to those who are presumed to be interested. This notice should have three signatures. It may have many more, but three are essential.

When the Mass Meeting is assembled, the person who sent out the notices calls the meeting to order. The proper manner in which to call any meeting to order is by one tap of the gavel followed by the words, "The meeting will come to order." It is customary to wait a few minutes after the specified time before calling a Mass Meeting to order.

The person acting as temporary Chairman then reads the call that has been sent out and announces that the first business to come before the meeting is the selection of a permanent chairman.

Any member of the meeting may sug-

gest a name for permanent Chairman. This is done by the person's rising and addressing the Chair, saying "Mr. Chairman" or "Madam Chairman" as the case may be. The Chairman then repeats the name of the person desiring the floor. If it is unknown to the Chairman, the person is requested to give the name. No one may address a meeting unless introduced by the Chairman in this manner. The member of the meeting, having thus obtained the floor, introduces the following motion: "I move that M—— act as permanent Chairman of this meeting." The temporary Chairman then asks if the motion is seconded, as no motion calling for action can be considered unless two members of the assembly so desire. When the motion is seconded the Chairman repeats it as follows, "It is moved and seconded that M—— act as permanent Chairman of this meeting. Those in favor say aye." The "ayes" then respond, after which the Chairman says, "Those opposed say no." The result of the vote is then announced. If the "ayes" are in the majority, it is carried; if the

“noes,” it is lost. The result of all votes should be announced by the Chairman, who should never use ambiguous terms such as “It is a vote.”

If more than one name is suggested for permanent Chairman, the choice of a name should be decided by the filling of blanks (28). Before a Chairman puts any motion to vote, the assembly should be asked, “Are you ready for the question?” If there is no dissenting voice, the motion is put to vote. If any member objects, discussion continues until all are ready for the vote to be put.

When the result of the vote shows that a permanent Chairman has been chosen, this person takes the Chair, and in the same manner a Secretary of the meeting is chosen. The meeting is now ready for business. The permanent Chairman announces that it is in order to introduce a motion in regard to the purpose for which the meeting was called. A motion is then introduced to the effect that the meeting proceed to organize a society such as was mentioned in the call. This motion, when seconded and repeated by the Chair, is

spoken to by the mover. The mover of a motion is always the first speaker. This is called speaking to your motion, and is a responsibility that goes with the introduction of a Main Motion. If the mover refuses to explain the motion, another member of the assembly who is willing to speak to the motion should be substituted for the original mover and should so appear in the minutes. After the motion has been explained, it is open to general discussion, and it is in order that a member of the assembly should obtain the floor and move that a set of Resolutions (which should be prepared) shall be applied to the Main Motion. The Resolutions are then read and seconded. If no Resolutions have been prepared, a motion should be introduced that the Chair appoint a committee to draft a set of Resolutions to be applied to the Main Motion. When this motion is carried, the committee is appointed and should leave the meeting room, draft the resolutions, return and present the Resolutions as its report. The wisest plan is to have

the Resolutions ready and avoid the delay of the appointment of a committee.

When the Resolutions have been discussed and perhaps amended, they are put to vote. If the Mass Meeting is for the purpose of considering the organization of a society, the Resolutions should contain the proposed name, object and scope of work and should provide that the Chairman be given power to appoint a committee to draft a constitution and By-Laws and report at a meeting to be held at some date within two weeks of the date of the Mass Meeting.

When the Resolutions are adopted by the vote of the meeting, the Main Motion, which called for the organization of a society, is carried. The committee to draft Constitution and By-Laws is then appointed and a motion to adjourn to meet at the date decided upon is in order. This motion when carried ends the Mass Meeting.

If no date for another meeting is set by the Mass Meeting a second meeting would have to be called, as was the Mass Meeting. When an assembly of people,

not organized, adjourns, it is disbanded, and can only reconvene by means of the issuance of another call. A meeting adjourned to a future date is a continuation of the former meeting.

At every Mass Meeting some provision should be made for the taking of the names of those present. If any member of the meeting is dissatisfied with the result of the vote, such member should signify his or her desire to be excused from further participation in the business decided upon. The best manner of adjusting this matter is to have some one stationed at the door to take the names and receive any objections.

If the meeting decides that the proposed society should be incorporated, the Resolutions should contain provision for engaging the services of a lawyer.

4. **Resolutions.**—When a matter of importance comes before a Mass Meeting or the meeting of an organization, it is well to have it presented in the shape of a set of Resolutions. A committee often presents its report in this shape.

Resolutions consist of three parts:

First, the subject matter. This division begins with 'Whereas,' and goes on to state the subject matter. The second part begins, 'Therefore Be It Resolved,' and states the proposed action in regard to the subject matter. The third part of the Resolutions begins with 'Be It Further Resolved,' and states how the proposed action shall be carried out.

If the Resolutions are presented at a meeting, and be applied to the main motion, they are signed by the mover and seconder. If presented as the report of a committee, they are signed by the members of the committee.

A common mistake is to refer to a main motion as a Resolution.

5. Permanent Society.—The second meeting of a permanent society is called to order by the Chairman, and the minutes of the Mass Meeting are read. The Chairman announces, "We will now listen to the minutes of the Mass Meeting." When they are read, the Chairman says, "You have heard the minutes of the Mass Meeting. If there are no corrections they will stand approved as read."

If no remarks are made, she adds, "They are so approved." Minutes of a Mass Meeting and first meeting of a permanent society are usually referred to as the minutes of organization.

After the approval of the minutes the first business to come before the meeting is the report of the committee to draft Constitution and By-Laws. If incorporation has been decided upon, the committee includes the lawyer's directions in its report.

A Constitution consists of seven articles:

1. Name.
2. Object.
3. Qualification of members.
4. Board.
5. Annual meeting.
6. Finances.
7. How to amend the constitution.

If the Society does not intend to provide for any income, the first two Articles can be joined together and Article seven omitted.

A constitution is the foundation upon

which a society rests. The divisions of a Constitution are Articles.

By-Laws follow the Constitution. They explain how the provisions of the constitution shall be carried out. They are simply numbered in rotation, and the divisions are not called Articles. By-Laws never introduce anything that does not refer to something provided for in the Constitution.

When a society is incorporated, the Charter or Certificate of incorporation takes the place of the Constitution, and such society only provides By-Laws which are printed after the Charter.

When a Constitution and By-Laws are presented to a society as the report of a committee or otherwise, the person reading them moves their adoption. When this motion is seconded, the Chairman says, "It is moved and seconded that the Constitution and By-Laws be adopted. They are now open to discussion." The divisions of a Constitution and By-Laws may be considered *au seriatum*, and may be amended or approved by vote. Or the whole instrument may be approved

without change. When discussion is over, the Chairman puts the vote on the adoption of the constitution and By-Laws. When such vote is carried, the society is properly organized.

At the second meeting of a permanent society, after the Constitution and By-Laws are adopted, the Board is chosen by the vote of the meeting, to serve until the first annual meeting, when a regular election should be held. This Board should meet after the meeting of the society adjourns and select by vote from its own number such officers as are specified in the Constitution, to serve until the first annual meeting. If, however, the Constitution provides for the officers being chosen by the members, then they are so chosen when the Board is selected.

When a society once adopts a Constitution and By-Laws it must be governed by their requirements. It may be amended under the method prescribed for its amendment, but it cannot be set aside. There is an erroneous opinion that a Constitution can be set aside by a unanimous vote. There is no authority for this

opinion. Neither a Constitution nor any part of a Constitution can be set aside by a unanimous vote. Either must govern the organization until amended. All Constitutions must agree with State Law.

6. Convention.—A Convention is an assemblage of delegates elected by the independent organizations they individually represent. A Convention may be assembled as is a Mass Meeting, by means of the issuing of a call, or it may meet under the requirements of a Constitution or By-Laws, as do the Conventions of the various Federations. The Convention has a right to transact any business properly within the scope of the individual organizations which the delegates represent. All questions which are to be submitted to the vote of the Convention must be stated in the notice sent out calling the Convention.

When a Convention is called in the same manner as is a Mass Meeting, the first business, after the assembly is brought to order by one of the signers of the call, is the choice of a permanent Chairman and Secretary. These are usu-

ally chosen by the vote of the Convention, but may be chosen by the committee calling the Convention. When the temporary Chairman takes the Chair a Credential Committee is appointed by the Chair and credentials are then issued to all delegates who can prove that they have been elected by the organizations they represent and are therefore endowed with representative powers.

When the Credential Committee reports, the Convention is ready for business. The first business is the selection, by the vote of the delegates, of a permanent Chairman and Secretary.

In a Convention no business can be transacted until the report of the Credential Committee is adopted and the number of accredited delegates ascertained. Care should be taken that the seating space of the Convention should be reserved for delegates. Visitors should never sit within that space.

When a Convention meets under the requirements of a Constitution, or is called by an incorporated body, the Credential Committee is appointed before the Con-

vention convenes. In that case the first business to come before the Convention is the report of the Credential Committee. When that is adopted, a Chairman and Secretary are chosen by the vote of the Convention. When a Convention is called in the aforesaid manner, one of the Committee in charge of calling the Convention calls it to order. The By-Laws of some Federations provide that the President and Secretary of the Federation act as President and Secretary of the Conventions held by that Federation.

No vote taken at a Convention is effective unless it tally with the number of accredited delegates reported by the Credential Committee. All listed delegates should be present when votes are taken.

A delegate is a person elected by an organization entitled to be represented at a Convention which the delegate attends. A delegate having representative powers can pledge the organization he or she represents to stand by the obligation created by the vote cast by the delegate at a Convention. A delegate cannot be seated unless he or she can present cre-

dentials showing that he or she is an accredited delegate of some organization entitled to be represented at the Convention then convening.

Conventions are always called to transact business which has been previously discussed by the organizations represented at them by delegates, and these delegates come with power to vote as they think best for the interest of their organizations, which should instruct them in a general way as to their feelings in regard to the questions at issue. No new business can properly be brought before a Convention for action that has not been previously discussed by the organizations represented at the Convention. When a vote is taken it should be by roll call of delegates (57). First, the name of the club should be read and then that of the delegate representing it. Delegates do not vote as individuals but as representatives. No delegate when speaking to a question at a convention should state his individual opinion, but should voice as far as possible the opinion of his club. Conventions are for the purpose of taking

combined action along lines previously discussed by the bodies entitled to be represented at them. They also transact their regular business such as the election of officers.

When a Convention has only a one-day session, the minutes of the Convention should be read before the Convention adjourns. When a Convention meets several days consecutively, the minutes of the preceding day should be read at the beginning of the morning meeting, and the minutes of the last day be read before the Convention adjourns. The session of a Convention is the time over which its meetings extend. If called under provision of By-Laws session is defined in it.

7. Meetings of Permanent Organizations.—A permanent organization is one working under the provisions of a Constitution and By-Laws or a Charter issued by a State and By-Laws. Such organizations are required to hold an annual meeting in each and every year and may hold regular business meetings. Provision should be made in the By-Laws for

the holding of special meetings to meet emergencies which may arise.

An annual meeting is a meeting held to close the business of the year. All officers, except Vice Presidents, and all Standing Committees, render written reports at an annual meeting. (See 17.)

The annual election is held at the annual meeting. All newly elected officers take office as soon as elected. Regular meetings are meetings held at regular intervals. The routine business of an organization is transacted at the regular meetings. They keep up the interest of the members in the work of the club. (For order of business see 19.)

The session of a club is the period over which its business meetings extend as outlined by the By-Laws. All business closes with the session. Clubs usually meet from Fall to Spring, in which case unfinished business can be left over from one meeting to the next, but all unfinished business must be acted upon at the meeting that closes the session. When a club adopts a line of work covering the period over which its meetings extend, or any

program which arranges for all meetings during a certain period, its session is not over until the work or program is completed. When organizations meet continuously through the year, the annual meeting closes the session. No subject can be brought up for action twice in one session. This is usually expressed by stating that no Main Motion can be renewed in the same session.

A special meeting is a meeting called to consider and decide some urgent business which cannot be put off until the next business meeting of the Club. Special meetings may be called by the President of the organization and must be called by the Corresponding Secretary on the written request of ten qualified voters, provided said request state purpose of meeting desired. The purpose of the meeting is stated in the call and no other business can be transacted. In order to be sure that those present realize what action has been decided upon and what liability (if any) has been assumed, the minutes of the meeting should be read and approved before the meeting ad-

journals. Special meetings should only be called when an emergency arises that can not be met in any other way.

8. **Quorum.**—A quorum of an assembly is such a number as is competent to transact its business. Unless there is a special rule on the subject, or a constitutional requirement, the quorum of every assembly is a majority of all the members of the society. If a quorum is not present a discussion may be held, but no business can be transacted, and the only motion in order is to adjourn. In permanent organizations it is customary to adopt a small number as a quorum and this number is stated in the By-laws.

9. **President.**—The President is the chief executive of the organization. He or she should preside at all the meetings of the organization and of the Board. A President should see that all the requirements of the Constitution and By-Laws are carried out and all proceedings of the organization are conducted under Parliamentary Law. A President should sign all bills authorized by the vote of the Or-

ganization or Board, before payment is made.

A President should carry out the will of the club, not his own, and should therefore refrain from expressing any opinion while in the chair. If he desires to speak to a question before the house he must leave the chair, which should be occupied by the Vice-President while the President is speaking. When a member rises to speak, the President must repeat his name and thus accord recognition and the floor. If two rise simultaneously the Chair can decide on the one he will recognize first, but the other must be recognized when the one chosen has spoken. A president stands when he addresses the house and sits when the members address him. When a motion is made and seconded it should be submitted to the Recording Secretary in writing. It is then repeated by the Chair and becomes the question before the house, and the Chair announces that the subject is open for discussion. Common usage has fixed a time limit of three minutes or less, for each speaker, for ordinary

club discussion. A President should never take part in a discussion unless he feels the club requires some information that he alone can give, or unless some principle is involved. If he once allows the club to feel that he is partisan, he loses much of his influence. The President must preserve order. One stroke of the gavel calls the club to order, three strokes call an unruly meeting to order. If a meeting refuses to come to order, the President can declare it dissolved. When an improper motion is made, instead of simply ruling it out of order, the Chair should explain why it cannot be put, and, if possible, suggest one on the line that can. It is his business to see that the will of the club is carried out, and if it err through ignorance, he should guide it aright. A President can refuse to entertain a motion that he sees is introduced in order to cause unnecessary disputation. If the majority of the house is with him, they will sustain him if his decision is appealed from. The Chair cannot rule a motion out of order the purpose of which is simply to delay action; it is only

justifiable when it is perfectly clear that the opposition is trying to obstruct business. All questions of privilege or order are decided by the Chair, subject to appeal. A president should above all things be self-controlled; he cannot control others if he cannot control himself. In case of a tie, the Chair may throw the casting vote, and if a two-thirds vote is necessary and his vote thrown with the minority would defeat the measure, he has a right to cast it. He may also vote with the minority when it would produce a tie vote and so cause the motion to fail. When the vote is by ballot he is entitled to vote as a member of the assembly. The President must authenticate, by his signature, all the acts of the assembly as occasion may demand, and must stand for and represent the organization at all times, and in all things obey its commands. All chairmen and presidents should remember that, "The great purpose of all rules and forms is to subserve the will of the assembly rather than to restrain it; to facilitate and not to obstruct the expression of their deliberate sense." The

annual report of the President should deal with the work accomplished by the Club during the year.

10. **Vice-President.**—The Vice-President is chosen for the purpose of fulfilling the President's duties when the latter is absent. He should also assist the President in every way in his power to carry on the work of the club.

11. **Recording Secretary.**—A Recording Secretary is always seated upon the platform. He takes notes of the proceedings and embodies them in the minutes, which are a record of all actions taken. In the absence of the President and Vice-President the Recording Secretary presides over the meeting. In that case the minutes are taken by the Corresponding Secretary. All official documents belonging to a club are in the hands of the Recording Secretary. During the course of a meeting the Recording Secretary advises the Chair as to what business is in order. When a motion is made it should be written down, together with the name of the mover and the seconder, and given to the Recording Sec-

retary, who reads it before the President gives it to the club, but a motion of small importance is usually submitted verbally. After a motion is read by the Recording Secretary the Chair then says: "You have heard the motion; what is your pleasure?" and so throws it open for discussion. When motions are not submitted in writing, they are repeated verbally by the Chair.

The annual report of the Recording Secretary should give the number of business meetings held by the Club and by the Executive Board, and should state when quorums were present. If any changes have been made in the Constitution, By-laws, or Standing Rules, this report should call attention to such changes.

12. Minutes.—The Recording Secretary keeps the minutes of the assembly, which are a record of all actions taken. Motions that are withdrawn do not appear on the minutes. All motions that are put to a vote appear on the minutes, together with the names of the mover and seconder and the result of the vote.

Motions should be recorded as follows: "Moved by Mr. A., seconded by Mr. B." that such and such action be taken. Carried or lost, as the case may be.

The minutes should be neatly written in ink in the record book, leaving a margin for corrections. After they are approved they may be corrected at any time, provided the correction be submitted to the organization or Board, as the case may be, and receive the approval of the organization or Board. If the correction is objected to, it has to be introduced as an amendment to the minutes and voted upon.

The minutes should be signed by the Secretary and written in a bound book, and separate minute books should be provided for the minutes of the meetings of the Board of Directors and of the Society. Minutes are a record of actions taken and should only be read to the body whose actions they record. If the Secretary is absent, the person acting as Secretary must sign the minutes as Secretary *pro tem*. Under no circumstances should criticism of what is said appear in the

minutes. If a Society desires to keep a record of speeches delivered before it, a Recorder should be appointed to take notes on the speeches, and they should be recorded in a separate book.

The Minutes of a Special Meeting should be read before that meeting adjourns. The above is true of the minutes of a Convention, or of an Annual Meeting of a Business or Stock Corporation, or the Annual Corporate Meeting of a Church.

The minutes of a Board are only read to the Board. When it is thought expedient to make the action of a Board public, a copy of the minutes of the Board is printed and sent out to such persons as are interested. In this case the minutes made public are edited by the President and Secretary, and they only contain matters of public interest which have been acted upon by the Board.

13. Corresponding Secretary.—The duties of a Corresponding Secretary are such as the name indicates.

A Corresponding Secretary attends to all official correspondence, such as the

sending out of the notices for the meetings of the organization and of the Board, notifying candidates of their election to membership and chairmen of their appointment, and writing such letters as are designated by the Board or the President. The Corresponding Secretary keeps an alphabetical list of the members of the organization and is responsible to the organization for the correct number of all classes of membership. All clerical work which is not a question of record is in the hands of the Corresponding Secretary.

The annual report of the Corresponding Secretary should give an accurate statement of all classes of membership. It should also state the number of resignations and the number of members admitted.

14. Treasurer.—The Treasurer has charge of all the funds of the society. He collects and holds the initiation fees and dues, and dispenses them as directed by the Board or club. The Treasurer should present a financial statement at every business meeting of the organiza-

tion and of the Board. At the meeting of the organization this statement should consist of the sum available for current expenses, but at the meeting of the Board details of collection and expenditure should be given. At the annual meeting the Treasurer should render a full financial report. This report must be audited before it is presented to the society. It may be audited by a Committee on Audit or a Public Accountant.

The Treasurer pays all bills that have been authorized by the club or the Board, but before they are paid they must be signed by the President, as an assurance to the society that the equivalent of the bill has been received by the society.

15. Committee on Audit.—The Committee on Audit has charge of the examination or auditing of the Treasurer's books and accounts prior to the annual meeting and at such other times as the Board may direct. It must certify that the books and accounts have been found to be correctly kept, that there is a voucher for every expenditure and that the balance stated is the true balance.

A society handling large sums of money should employ a Public Accountant to audit the Treasurer's books and such a society should bond the Treasurer.

When the report of the Committee on Audit is adopted, the responsibility for the correctness of the Treasurer's report rests on it. No financial report can be adopted unless attested by a Committee on Audit or Public Accountant.

16. Honorary Officers.—Honorary Officers are created by the vote of the club, or the Board, according to the provisions of the Constitution, and hold office subject to the will of the club. They cannot vote or hold executive office, and are held exempt from the payment of dues. The same rule applies to honorary members. By-Laws should define their status.

17. Government of Clubs and Societies.—All Clubs, Societies and Corporations are governed by a Board of Directors, Trustees, Managers, or Governors elected for that purpose.

When a Society is incorporated it is customary for the Board to select from

its own number those who shall serve as officers. This is done every year, immediately after the election of each new Board. In the organization of every Society provisions are made for the holding of an annual election at which time certain members are elected to attend to the business of the organization. These when elected form an Executive Board. It may be called a Board of Directors or a Board of Trustees; any name that is chosen should preserve the word "Board" in order to differentiate from that of "Committee," as a committee cannot attend to executive work and no Executive Board can be called a committee. All members must be elected by ballot. The entire Board may be elected by ballot annually, or it may be elected in alternating periods. In the latter case the State Law should be consulted so that the terms of office for each set of Directors shall be properly fixed. It is allowable for certain members of the Board to be named for certain offices when elected, but the better way is to have the officers chosen annually by the Board from its

own number. At all meetings of the Board the President presides. Attendance at these meetings is restricted to members of the Board. Discussions in a Board of Directors are considered confidential, and nothing that is heard at that time should be repeated.

At a meeting of a Board of Directors only the members of the Board who have been legally chosen can be present. If an outsider is present it must be stated that he attends for some special purpose, and a unanimous vote must be passed authorizing his attendance. When the matter in which he is interested is disposed of, he leaves the meeting. The only exception to this is in the event of legal complications when an accused person is under some circumstances entitled to have counsel present.

Nothing that is said at a meeting of a Board of Directors should ever be repeated. The Society has a right to be informed of all that is done at a meeting of a Board of Directors, but what is said is a privileged communication.

A Board meets at the call of the Presi-

dent whenever the work of an organization demands that a meeting shall be held. It is not possible by any provision of the By-Laws to limit the number of meetings a Board shall hold. If a quorum of the Board feel that a meeting should be held and the President is not willing to hold such a meeting, then a quorum of the Board can in writing request the Corresponding Secretary to call the Board together. This should be signed by a quorum of the Board and should state the purpose of the meeting desired. Such a meeting is a special meeting of the Board. To call a meeting of the Board, summoned by the President, a special meeting is a misnomer.

Members of organizations elected to serve on a Board, or to assume any official position, are expected to acquaint themselves with the duties involved. To take office when ignorant of the duties involved is unfair, to say the least, to any organization.

Any business necessary to allow the work of the Society to be done, and the provisions of the Constitution and By-

Laws to be carried out, is the work of the Executive Board.

The By-Laws may fix the number of the quorum of a Board. This should be one-third of the number of a Board, but not less than four. If no quorum is fixed, a majority is a quorum.

If the Club is in doubt as to the proper quorum for a Board, a lawyer should be consulted.

The admission of members and all questions referring to membership are in the hands of the Board. The Board has power to spend the income of the society in the promotion of the objects of the society and for the current expenses, but no money can be spent that is not in the treasury, and if a vote is taken by the Board to spend money in excess of assured income, the members of the Board voting to incur this expense are personally liable for the expense. Standing Committees should be appointed by the Board and should work under its direction. Members of a Board should attend the meetings of the Board and the By-Laws of all societies should provide that re-

peated absence from Board meetings without excuse is equivalent to resignation.

At a meeting of the Board all the members remain seated, to show that there is a perfect equality. The President does not rise when addressing the Board and the members remain seated when addressing the president. The president, as a member of the Board, has a right to express an opinion on what is under discussion.

18. Order of Business for Annual Meeting

Call to order.

Reading and approval of minutes of previous meeting unless the association holding the annual meeting only meets once a year. In that case the minutes of the annual meeting should be read before the meeting adjourns.

Annual report of President.

Annual report of Recording Secretary.

Annual report of Corresponding Secretary.

Annual report of Treasurer accompa-

nied by the attestation of the Committee on Audit or that of a Public Accountant.

Annual reports of Standing Committees.

Report of Special Committee (if any).
Unfinished Business.

New Business.

Election of members of the Board.

Adjournment.

All reports rendered at an annual meeting should be adopted by the vote of the assembly. The person reading the report moves its adoption.

When a Club holds an annual meeting it is well to take a recess to allow the members to go to the polls. Remember that the President must announce the polls open and in the same manner announce the polls closed when all have voted. The President must also announce the names of those elected after the report of the Board of Election has been adopted by vote. (60.)

19. Order of Business for Regular Business Meeting.—This Order of

Business may also be modified for use at meetings of the Board.

Call to order: "The meeting will come to order."

Reading and approval of Minutes: "We will now listen to the minutes of the previous meeting." After the minutes have been read: "You have heard the minutes; if there are no corrections they will stand approved as read." If they are corrected, "With these corrections they will stand approved as read"; to which may be added after a moment's delay, "They are so approved."

Statement of Treasurer. "We will now hear the statement of the Treasurer." When the statement has been read the Chair will say: "The statement of the Treasurer will be received as read."

Corresponding Secretary. The Chair will ask: "Has the Corresponding Secretary any communications to bring before the club?"

Chairmen of Standing Committees. The Chair inquires whether the Chairmen of the Standing Committees have any remarks to make. Such statements are

recorded in the minutes only when they contain something of vital interest to the Club.

Special Committee. If the report of any Special Committee is in order, this is the place to introduce it.

Unfinished Business. "Is there any unfinished business to come before the club?"

New Business. "Any new business?"

Topic of the Day. If there is a topic to be discussed or a paper to be read, this is the proper time.

Announcements (if any).

Motion to adjourn.

The wording given above is the correct wording for the presiding officer to employ.

The Treasurer's statement at the Club meeting should have reference solely to the balance in the bank. This assures the Club of the fact that the Board is preserving a good balance for the running expenses of the Club.

The Corresponding Secretary should read at the regular business meetings of the Club any letters or other communica-

tions received from the outside. Communications having to do with the members of the Club are read to the Board.

20. Proper Form of Minutes.—The following is a form of minutes which may be employed to record the action taken at a regular meeting, and modified to meet the requirements of other meetings:

A regular meeting of the Parliament Club was held on Thursday, March 10, 1923, at Union Hall, New York City, N. Y.

The President, Mrs. John Mann, called the meeting to order at 2:30 P. M. Minutes of previous meeting read and approved. Statement of Treasurer showing a balance in the bank of \$650 received as read.

The Corresponding Secretary read a letter from the Progress Club asking the Coöperation of the Parliament Club in its educational work. The President announced that the Corresponding Secretary would be instructed to write the Progress Club thanking it for the compliment involved and stating that the ob-

jects under which the Parliament Club operated limited its activities to the promotion of Parliamentary Law.

Under unfinished business the Recording Secretary brought up a motion postponed from the last meeting to the effect that the Parliament Club should in future hold its meetings at Central Hall. Motion was put to vote and lost.

Moved by Mrs. L., seconded by Mrs. R.: That the Parliament Club hold a Public meeting to which all Clubs interested in civic work should be invited. The purpose of the meeting to interest these Clubs in an endeavor to have a stricter enforcement of Parliamentary Law in Civic Procedure. Carried.

There being no further business the Committee on Parliamentary Law then took charge of the meeting and a Parliamentary Drill on presiding was held. Moved by Mrs. S., seconded by Mrs. W.: That the meeting do now adjourn. Carried.

Respectfully submitted,

ALICE B. GRAY,

Recording Secretary.

21. **Introduction of Business.**—All business should be brought before the assembly by a main motion. Before a member can make a motion or speak on any subject, he must *obtain the floor*. To do this he must rise and address the Chair. If the presiding officer is a gentleman, he must say, "Mr. Chairman," or "Mr. President," as the case may be. If the presiding officer is a lady, he substitutes "Madam" for "Mr." The Chair recognizes the member by repeating his name. If the name is not known he must ask for it. When the name is repeated the member has been recognized and has a right to speak. If two or more members rise at the same time, the Chair must decide who is entitled to the floor, which he does by announcing that member's name. From this decision of the Chair, any two members may appeal. (See 32.) When the Chair is in doubt as to who is entitled to the floor, he can allow the assembly to decide the matter by vote. In deciding whom to recognize, the Chair should be guided by the following principles: (1) The member who made the motion has

the first right to the floor to speak to his motion. (2) A member who has already spoken to the motion cannot be recognized unless no one else desires the floor. (3) Under the rules of parliamentary procedure, the floor must be accorded alternately to the affirmative and negative. After the floor has been assigned to a member he cannot be interrupted by anybody, except (1) to have a motion to reconsider entered on the minutes, (2) a question of order, (3) an objection to the consideration of the question, (4) a call for the orders of the day, or a question of privilege. A member who obtains the floor and desires to make a motion, says, "I move," and then states his motion. If it is not seconded it is not noticed by the Chair. If it is seconded it is at once repeated by the Chair. When a motion is made it is a suggestion; any member present, with the consent of the mover, may suggest a change in the wording. After it is seconded it becomes a motion, and the wording can only be changed with the consent of the mover and seconder. When it is repeated by

the Chair it becomes the question before the house, and the wording can only be changed with the consent of the house. A motion that has once been repeated by the Chair is the property of the house, and can only be withdrawn with their consent. It is also the question before the house and must be disposed of before another question, or Main Motion, can be introduced. As soon as a motion has been given the assembly, it is in order for the mover to speak to his motion. He should state why he made it and what effect he considers it will have if passed.

If the mover of a motion is not prepared to speak to it and explain why it was introduced, it is ruled out of order unless another member of the assembly is willing to act as the mover and speak to the motion. It is necessary first, that a motion be made by a member who has the floor; second, that it be seconded; and third, that it be stated by the presiding officer. When it is moved it is a suggestion; when seconded, it becomes a motion; when repeated by the Chair it is the question before the house. A Presi-

dent has a right to request that all motions be submitted in writing. He can also request the Recording Secretary to read the motions submitted.

While, generally speaking, all motions require to be seconded, there are a few exceptions: Call for the Orders of the Day; a Question of Order; an Objection to the Consideration of a Question; and purely routine motions. In the last instance, the presiding officer merely announces that, if no objection is made, such will be considered the action of the assembly.

22. Main Motion.—A Principal or Main Question is a motion made to bring before the assembly some proposed action. A Main Motion is a motion that calls for action, and if carried creates the liability of accomplishment. A Main Motion always requires a mover and a seconder. An organization can only act once on a subject during the session, so one Main Motion is all that can be introduced on any one subject during a session. It must be stated in the affirmative. It yields to all Privileged, Incidental, Sub-

sidiary and Miscellaneous Motions; it takes precedence of nothing. All business is introduced by means of a motion and this motion is called the Main Question or Main Motion. All motions, we know, are questions that remain before an assembly until some conclusion is arrived at. A Principal or Main Motion is one that suggests action and therefore yields to all motions that directly refer to it, and do not call for different action. A club may have but one Main Motion before it at one time.

23. Subsidiary Motions.—Motions are classified as Subsidiary, Incidental, and Privileged. The more unimportant a motion is the more highly is it privileged. The Main Motion is the most important, and it yields to all the other motions. Next in importance rank the Subsidiary Motions. They are:

To Lay on the Table.

The Previous Question.

To Postpone to a Certain Time.

To Commit.

To Amend.

To Postpone Indefinitely.

Beside these we have the auxiliary motions, To Take from the Table, To Take up a motion postponed, and give it immediate consideration, and To make a motion postponed a special order.

A Subsidiary motion can only be introduced when a Main Motion is under discussion. The name shows that it has no independent existence but must always be applied to a Main Motion.

Any of these motions (except to amend) may be made when one of a lower order has the floor. In the following cases they can be applied to each other. When the motion to Postpone to a Certain Time is before the house, the Previous Question may be applied to it without affecting the Main Question. When a Main Question and an amendment are before the house, the Previous Question may be applied to the amendment without affecting the Main Motion. The motions to Postpone to a Certain Time, to Commit and to Amend, may be amended; a motion to Amend the minutes may be laid on the table without carrying the minutes with it.

24. **To Lay on the Table.**—The motion to Lay on the Table being the most highly privileged of all the Subsidiary motions, takes precedence of the others. It may be moved after the Previous Question is before the house, provided the result of the vote on the Previous Question has not been announced. It yields to any Privileged or Incidental Question. It is not debatable, and an affirmative vote on it cannot be reconsidered. If carried it removes the question before the house from its consideration until such time as the assembly vote to take it up again. When a member desires to make this motion he says: "I move to lay the motion on the table." When it is desired to take it off the table and bring the motion before the house again, a motion is made—"That the motion be taken from the table." This motion is undebatable and cannot have any other subsidiary motion applied to it. Its object is to postpone the subject in such a way that it can be taken up at any time, either at the same, or at some future meeting, which could not be accomplished by the use of

a motion to postpone. Some hold the erroneous opinion that a motion once tabled cannot be brought up in the same session. This is not so; a motion may be taken off the table at any time, provided the assembly so vote. When this motion is carried it removes from the consideration of the assembly, not only the motion on which it is moved, but all motions connected with that motion. If a Main Motion is before the house and an amendment to the Main Motion has been moved, the motion to lay on the table, if carried, would table not only the Main Motion but the amendment. To this rule there are certain exceptions. An appeal from the decision of the Chair, if tabled, has the effect of sustaining the Chair for the time being at least, and does not table the original subject. When a motion to reconsider is laid on the table, the original motion is left just where it was before the reconsideration was moved. An amendment to the minutes may be laid on the table without carrying the minutes with it.

An amendment to a Constitution or

By-laws may be tabled without taking the Constitution or By-laws with it as an amendment to anything already adopted in a main motion.

This motion is very valuable when it is desired to defer action until a more propitious time, but the majority should remember that the minority may stay until the moment of final adjournment, and then be in the majority and take up and act upon the motion laid on the table.

This motion can only be applied to motions actually pending. It is not in order to apply it to unfinished business or to reports of committees or, in fact, to any business which the assembly has agreed to consider.

25. The Previous Question.—The second of the Subsidiary Motions is the Previous Question. This motion takes precedence of every debatable motion. It yields to Privileged and Incidental motions and to the Subsidiary Motion to Lay on Table. It is undebatable, cannot be amended or have any other Subsidiary Motion applied to it; it requires a two-thirds vote, and if carried, the discussion

is instantly closed, and the assembly vote at once on the pending business. A member may submit a motion, speak to it and at once call for the Previous Question on the resolution. When a member calls for the Previous Question, and the call is seconded, the Chair must at once say: "The Previous Question has been moved and seconded; all those in favor of closing the discussion will say *aye*." After the *ayes* have been counted, which usually requires a standing vote, the Chair will say, "Those opposed will say *no*." If the motion is lost, the discussion continues as if no motion had been made; if the motion is carried, the pending question is at once put to vote without further discussion. Another form of putting the Previous Question is: "It is moved and seconded that discussion shall now cease." Presiding officers should be sure that the meaning of this motion is clearly understood before it is put to vote. Often the motion is carried and then the assembly feel indignant because further remarks are not in order. Another common error is to think that an affirmative vote on the

Previous Question is an affirmative vote on the pending motion, or *vice versa*. The Previous Question is simply an expression of the will of the assembly as to their readiness to close discussion on the motion they are discussing. When the Previous Question is carried, the motion that the house has been discussing, which is called "the pending business," is at once put to vote. If a motion had been introduced in regard to arranging for an annual dinner, and after a certain amount of discussion, the Previous Question was called for and carried, the question of the dinner would immediately be put to vote.

If an amendment has been proposed to the motion in regard to the dinner and the Previous Question is carried, its effect is exhausted on the amendment unless the mover included the Main Motion when moving the Previous Question. If the motion to Commit is before the house and the Previous Question is introduced and carried its effect is exhausted on the motion to Commit.

After the Previous Question has been

carried up to the time the last vote is taken under it the motion to Lay on the Table is in order.

The motion to Reconsider may be applied to the Previous Question before any vote has been taken under it.

The Previous Question is the only means a member has at his command to stop debate or to ascertain if debate can be stopped.

The mover of a Main Motion cannot be deprived of the right to speak to that motion by the introduction of the Previous Question. The mover of a Main Motion should always be given a chance to speak to the motion before any other action is taken.

If the Chair feels that discussion has lasted long enough, he may say, "Are you ready for the question?" If no one rises to obtain the floor or no protest of any kind is made, the motion under discussion is immediately put to vote; if any member of the assembly protests against discussion being closed, the discussion must continue. It is never in order for a member of an assembly to call out "question"; the

only method a member of an assembly may employ to endeavor to close discussion and bring the pending business to a vote, is to move the Previous Question.

In former years the Previous Question when carried was not exhausted until all business before the house was put to vote. To illustrate, if a Main Motion was under discussion and an amendment to it was introduced and then an amendment to the amendment, the Previous Question if carried would not be exhausted until the amendment to the amendment, the amendment, and the main motion had been voted upon. Under the present rules as established by the United States Congress, the Previous Question is exhausted when the pending business is put to vote. To use the example given above, the effect of the Previous Question at the present time would be exhausted when the amendment to the amendment was put to vote unless the mover of the Previous Question stated when introducing the motion that he wished it to affect the series of motions before the house.

The Previous Question is a motion

founded on the Parliamentary Rule that a two-thirds vote of the assembly controls discussion, and the object of the motion is to ascertain if two-thirds of the assembly are ready to vote on the pending business.

Before the Previous Question is put to vote the Chair should always explain the effect it will have, whether it will only bring one motion to a vote or whether it will effect a series.

26. To Postpone to a Certain Time.
 —This is the third of the Subsidiary Motions. It takes precedence of the motions to Commit, or Amend, or Indefinitely Postpone. It yields to any Privileged or Incidental Motion and to the first two of the Subsidiary Motions, to Lay on the Table and the Previous Question. It may be amended by altering the time. It admits of a short discussion on the advisability of the postponement. The Previous Question can be applied to it without affecting other pending business. The form of this motion is: "I move that the further consideration of this motion be postponed until (here state time)." If

carried, the consideration of the motion is deferred until the time specified, when it becomes part of the Orders of the Day, and is taken up under unfinished business and takes preference of everything except a Privileged Question. If a motion to consider the motion postponed at once can be carried by a two-thirds vote before the time set by the motion to postpone, the postponement is set aside and the motion is considered at once. It is not in order to postpone to a time beyond the limits of the session. When this motion is introduced at a meeting of a society which does not hold regular meetings, the date of the next meeting must be ascertained before the motion is put. If a special meeting is to be called, and it is desired to postpone the consideration of a motion until then, the date of the special meeting must be ascertained before the motion to postpone is framed.

If it is desired to guard against the motion in question being taken up before the time specified in the motion to postpone, the following motion should be introduced, "I move that (here state mo-

tion) be postponed until (here state time), when it shall be made a special order of the day." This motion requires a two-thirds vote. When such a motion is carried the motion postponed cannot be taken up for consideration before the time specified. This motion cannot be applied to anything which is part of the orders of the day, such as the report of a committee.

When a motion is presented about which very little is known, it is often wise to move a postponement with a view to obtaining information in regard to the subject. It is a motion that delays action.

27. To Commit, or Refer.—It is usual in deliberative assemblies to have all preliminary work, necessary to prepare for the action they desire to take, done by committees. All committees are created under the Subsidiary Motion to Commit, except Standing Committees, which are usually created under the requirements of a Constitution. Although the aforesaid is the usual method of creating Standing Committees, they can also be created under this motion. To Commit is a Sub-

sidiary Motion and can only be introduced when a Main Motion is under discussion. It is the fourth of the Subsidiary Questions and takes precedence of the motions to Amend or To Postpone Indefinitely. It yields to any Privileged or Incidental Motion, and to the Subsidiary Motions To Lay on the Table, The Previous Question, and to Postpone to a Certain Time. It can be amended by altering the number of the committee or inserting instructions to guide it in the manner in which its work shall be conducted, or by defining its powers. It is debatable only on the advisability of committing the Main Motion.

If the matter has already been in the hands of a committee, this motion is to Recommit. The form of this motion is, "I move that a committee of (here state number) be appointed by (here state whether the Chair or assembly shall appoint) to (investigate or carry out), as the case may be, the motion before the house." If the motion does not state the number of the committee and the method of its appointment, the Chair should ask "What is the pleasure of the house in re-

gard to the number of the committee and the method of its appointment?" He may say, "Of how many shall the committee consist?" "By what method shall it be appointed?"

If a committee is appointed by the Chair, the Chairman may be specified and no change can be made by the committee. Sometimes the Chair has power to appoint a chairman and allow him to choose his own committee. If the committee is nominated by the house, no member may nominate more than one name unless by general consent. If only the necessary number of names are nominated by the house they may be put to vote collectively as follows: "As many as are in favor of these names constituting the committee will say *aye*." If the nominations made are more than the number decided upon for the committee, the names are voted upon singly, or preferably by the filling of blanks (28). Committees, as a general rule, should consist of an odd number, but there are many exceptions. If for action, they should be small; if for deliberation, they should be large. When

the number of which a committee should consist is being discussed by the house, the smallest number suggested is always voted upon first. Committees are of three kinds, (1) Committee of the Whole (see 48); (2) Standing Committees (see 49); (3) Special Committees (see 50). Discussions in regard to delicate and troublesome questions should be confined to committees, and kept, as much as possible, from the floor of the open meeting. A committee is in all cases the creature of the assembly that creates it, and can in no case exceed its instructions. In some constitutions the president is made *ex-officio* a member of all committees. This permits but does not require that a president act as member of committees. The President is not a member of any committee except by virtue of a special rule, unless he is so appointed by the assembly. To discharge a committee without notice requires a two-thirds vote.

A committee is an inferior body depending on a superior body for its existence. It cannot originate but has to carry out orders. If a committee is given power

to collect money in the name of the organization, the money collected should be held by the Treasurer of the organization.

If no Chairman is named when a committee is appointed, the first person named should call the committee together for its first meeting, and at that meeting the committee should select a chairman from its own number.

The motion to Commit is only in order when a Main Motion is under discussion.

28. To Amend.—This motion takes precedence of nothing but the question it is proposed to amend. It yields to all Privileged and Incidental Motions, and to the Subsidiary Motions, To Lay on the Table, The Previous Question, To Postpone to a Certain Day, and To Commit. It takes precedence of the sixth Subsidiary Motion To Postpone Indefinitely. It may be applied to all motions which may be amended. (See list at the end of next section.) It may be amended, but this amendment of an amendment cannot be amended. An amendment must be germane to the sense of the motion it is intended to amend, but it may conflict

with the spirit of the original motion. A vote of thanks may be amended to read a vote of censure, the giving of a vote being the germane idea. An amendment may be made by adding, inserting, or striking out, by substitution or by a division of the question. These methods of amendment may be combined. When a motion is presented to take the place of the one before the house, it is called a substitution and can only be moved as a first amendment. This substitute motion must be discussed and voted on and, if carried, takes the place of the original motion which it has substituted. Any number of amendments may be made one by one, but only one Main Motion, an amendment to that Main Motion, and an amendment to the amendment can be before the assembly at the same time. This does not interfere with the fact that the more highly privileged Subsidiary Motions may be applied to the amendment.

A Motion can only be amended in one place at one time; it is not possible to amend a motion in different places at the same time. A first amendment may be

amended, but the amendment must be an amendment to the first amendment and not another amendment to the Main Motion. To illustrate, if it had been moved "That the House Committee be authorized to buy a rug," and a first amendment had been moved, to the effect, "The cost not to exceed fifty dollars," the second amendment, or more properly the amendment to the amendment, must be confined strictly to this question of cost. The following rule may be found helpful: "The second amendment must bear the same relation to the first amendment as does the letter B to the letters A and C, and not the relation that W bears to A and C." The amendment to the amendment is primarily an amendment to the first amendment and only secondarily (that is to say, through the medium of the first amendment) an amendment to the main question.

If a suggested amendment to an amendment would make perfect sense if introduced into the Main Motion without the medium of the first amendment, then it is out of order, as it is not an amendment

to an amendment, but an amendment to the Main Motion. An amendment to an amendment must depend on its being embodied in the first amendment to make it a coherent part of the Main Motion.

An amendment when it is moved is a suggested change in the wording of a motion, a change which may conflict with the spirit but must be germane to the subject of the motion it is intended to amend. When an amendment is carried it at once becomes an integral part of the motion it amends. An amendment once agreed upon by the assembly cannot be further amended. To illustrate: If our Main Motion consist of the letters A and B and it is moved that C be inserted between A and B, and the amendment is carried, C cannot afterwards be amended, because it has been agreed to in that form, and, so, if it is moved to leave out B, and that amendment is carried, B cannot afterwards be amended, because that would be in the nature of a vote to set aside the will of the house. The only method to be pursued in either of the above cases is to

move a reconsideration of the vote on the amendment.

When a question consists of two or more distinct propositions it is divided. This may be done by the vote of the assembly or the ruling of the Chair. It is called "A division of the Question" and is one form of amendment. To illustrate: If a motion was before the house calling for the buying of some new furniture for the Club House at the expense of a certain sum, it would be in order to divide such a motion if so desired, and vote first on buying the furniture and then the amount to be expended. When a question is divided the different propositions are voted upon separately.

When a date is to be decided upon or a sum of money, the form of amendment called the filling of blanks is used. Each member receives a piece of paper and writes on it the date or sum preferred. The blanks are collected and counted by the Secretary. If it is a question of a date or a sum of money, the Secretary arranges the dates or sums of money so that the smallest sum or latest date heads

the list. A vote is taken on each sum and date, beginning with the smallest sum and latest date. It is customary to have these votes taken by the members' raising their right hands. Thus, if the smallest sum is twenty dollars, the Chair asks all in favor of twenty dollars to raise their hands, and so on. If, however, one sum or one date has received a much larger vote of the blanks than any other sum or date, the Chair may say, "If there is no objection, such a sum (mentioning the sum in question) will be inserted in the Main Motion under discussion. If any member objects, a separate vote must be taken."

Nominations are often decided upon by this method, the nominees whose names appear the oftenest on the papers being ratified as the choice of the Society. This method of obtaining nominations is sometimes erroneously referred to as an informal ballot, which is a misnomer.

When more names are suggested for nomination, either as candidates for election, delegates to a Convention or members of a committee, it is proper to select the favorite nominees by the filling of

blanks. In this case only the name or names receiving the highest number of votes on the blanks come before the assembly. If only one person is to be chosen, the Chair says, "M—, having received the largest number of votes on the blanks, her name will be included in the Main Motion," or "Such and such persons having received the highest number of votes on the blanks, their names will be included in the Main Motion." If this automatic motion is objected to, a vote is taken on whether the name or names shall be included in the Main Motion. If the ruling of the Chair is set aside, the names are voted on separately, as in the case of the dates and sums of money.

The following Motions cannot be amended:

To Adjourn.

Orders of the Day.

Incidental Motions.

To Lay on the Table.

To Take off the Table.

The Previous Question.

To Make a motion postponed a Special Order.

An Amendment to an Amendment.
To Postpone Indefinitely.
To Reconsider.
To Ratify.

29. **To Postpone Indefinitely.**—This is the sixth of the Subsidiary Motions. It takes precedence of nothing but the Main Motion and yields to any Privileged or Incidental Motion, and to the Subsidiary Motions, To Lay on the Table, the Previous Question, to Postpone to a Certain Day and to Commit. It can be applied to nothing but Privileged Motion and the Main Motion. It cannot be amended. When this motion is made it brings the question which it is proposed to postpone before the house for discussion. When this motion is carried it removes the question indefinitely postponed from before the house for the remainder of the session. It is, in fact, equivalent to having the question defeated. When this motion is pending and the Previous Question is called for, the effect of the Previous Question is limited to the motion to Postpone Indefinitely.

30. Incidental Motions.—Incidental Motions are such as arise out of questions that present themselves in the course of the meeting and consequently take precedence of, and are decided before, the questions which give rise to them. They yield to Privileged Motions and cannot be amended. They are undebatable with the exception of the first, which under certain circumstances is open to debate. They are:

Questions of Order and Appeal.

Objection to the Consideration of the Question.

The Reading of Papers.

Withdrawal of a Motion.

Suspension of the Rules.

31. Questions of Order and Appeal.
—A question of order naturally takes precedence of the question giving rise to it, and must be decided by the presiding officer without debate. When a member thinks that the business before the assembly is being conducted in an unparliamentary manner, he rises in his place and addresses the Chair, saying, "I rise to a point of order." He is then asked to state

his point of order, which he does. The presiding officer at once rules on the question of order. If his ruling is displeasing to the member he can say, "I appeal from the decision of the Chair." If the appeal is seconded it may be put to vote as follows, "Shall the decision of the Chair stand as the judgment of the assembly?" or, "Shall the decision of the Chair be sustained?" (The word "club" may be used instead of "assembly.") This vote is usually a standing vote, but it may be taken by acclamation. An appeal, if debatable, may be given the assembly to decide. In that case the presiding officer asks for expressions of opinion, and states the reasons upon which he bases his decision without leaving the chair. When an Appeal relates simply to indecorum, or to the priority of business, or if it is made while the Previous Question is pending, it is undebatable. When an appeal is debatable, the motion to Lay on the Table can be applied to it; but if this motion is carried and the appeal is tabled, the original subject before the house is not tabled. The Previous Question can

also be applied to an appeal that is open to debate, and the effect of the Previous Question is exhausted on the appeal. The vote on an appeal may be reconsidered. When an appeal is being discussed no member of the house may speak more than once. In all cases the presiding officer should not put an appeal to vote until he is assured that the house clearly understands the question at issue, and this is true of all questions. After the vote is taken the presiding officer announces that the decision of the Chair is sustained, or reversed, as the case may be. It is the duty of the presiding officer to preserve order and enforce parliamentary law. He should always be supported by the house unless it is seen that his conduct is willfully unjust and arbitrary; or that he is using his position as presiding officer to carry out his own will and not the will of the assembly.

An organization should, in its By-laws, state what Parliamentary Manual shall govern its Parliamentary Proceedings. When a ruling of the Chair is objected to, if it is a question of Parliamentary

Law the matter can be settled by having the Manual read and accepting what is there stated.

32. Objection to the Consideration of a Motion.—If a motion presented to the assembly is displeasing to any member, or there is a member present who feels that the motion should not be discussed by the house, he may Object to the Consideration of the Question. This objection must be moved as soon as the motion has been repeated by the Chair; if any one has spoken to the motion the objection is not in order. It does not require to be seconded and may be made while another member has the floor. It cannot be discussed or amended, or have any other Subsidiary Motion applied to it. When an objection is moved it is worded as follows: "I object to the consideration of the question." The Chair immediately puts the motion to vote, but as all motions must be in the affirmative, he says, "All those in favor of the consideration of the question will say *aye*." A majority vote either affirmative or negative causes the objection to be lost.

A two-thirds negative vote sustains the objection and dismisses the consideration of the motion objected to for that session. A negative vote on this motion may be reconsidered but not an affirmative vote. If the objection is sustained the whole matter is dismissed for that session; if the objection is lost the motion is at once discussed. The motion is used to avoid the discussion of motions which promise to create contention, or are irrelevant.

33. Reading of Papers.—Any matter coming before the assembly for settlement must be plainly stated before it is voted upon. If it is in the form of a paper any member may request to have it read, or reread, if he is in need of further information. If the request is plainly to obtain information, the Chair should grant it, or sustain the request. If, however, a member desires to take up the time of the assembly with a speech, or a paper that has no part in the Orders of the Day, or if a stranger desires to be heard on any subject, the consent of the house must be obtained. If there is one objection to the time being awarded to

any speaker whose speech or paper is not part of the Orders of the Day, it must be put to vote. The time at all meetings belongs to the assembly and can only be allotted with its consent. It agrees to carry out the Orders of the Day, but nothing further can be introduced without its consent.

34. **Withdrawal of a Motion.**—After a motion has been repeated by the Chair it becomes the question before the house and can only be withdrawn by the consent of the house. If for any reason a member of the assembly considers that the motion under discussion is unwise or unnecessary, the members can ask the Chair that the motion be withdrawn. The Chair will then say, "If there is no objection, the motion under discussion will be withdrawn." If the Chair considers that the discussion has shown that the motion under discussion is unnecessary, the Chair can say as above. If any one objects to the withdrawal of a motion, the motion of withdrawal must be put to vote. This motion cannot be discussed or amended. The consent of the mover or seconder

does not have to be obtained specifically. They can object to the withdrawal of the motion as can any member of the house. One objection necessitates a vote. When a motion is withdrawn no mention is made of it in the minutes.

35. Suspension of the Rules.—When it is desired that any rule governing the meeting should be suspended it must be moved and seconded and put to vote. This motion applies only to standing rules. It is never possible to suspend, even by unanimous vote, any provision of the Constitution or By-Laws. An assembly may suspend any rule that has been adopted to facilitate the conduct of meetings by a two-thirds vote. This motion is not debatable and cannot be amended, no Subsidiary Motion can be applied to it, a vote on it cannot be reconsidered, nor can a motion to suspend the rules for the same purpose be renewed at the same meeting. If a rule exists that confers a right on a minority of the assembly, said rule cannot be set aside except by unanimous consent. The form of this motion is, "I move to suspend the rule for (here

state time if necessary) which interferes with (here state purpose of desired suspension), etc.”

It is customary to empower the Board of a society to create and repeal Standing Rules. This is done by so providing in the By-Laws.

36. Privileged Motions.—These motions are very highly privileged because they are, as a rule, quickly disposed of. They take precedence of all other motions, and are undebatable unless they relate to the rights of the assembly or its members. They are:

To Fix the Time to which the Assembly shall Adjourn.

To Adjourn.

Question Relating to Rights and Privileges of the Assembly or its Members.

Call for the Orders of the Day.

37. To Fix the Time to which the Assembly shall Adjourn.—This motion is very highly privileged and takes precedence of all other motions. It may be made when a motion to Adjourn is before the house, provided the result of the vote

on the motion to Adjourn has not been announced. If it is made when another motion is before the house it is undebatable. If no other motion is before the house it is debatable. It may be amended by altering the time. The form of the motion is, "I move that the assembly adjourn to meet at (here state time)." Another form is, "I move that when this assembly adjourns, it adjourns to meet at (here state time)."

38. To Adjourn.—This motion takes precedence of all motions except the motion To Fix the Time to which the Assembly shall Adjourn. It is not debatable and cannot be amended, although the preceding motion may be substituted for it. No Subsidiary Motion can be applied to it nor can a vote on it be reconsidered. If it is qualified in any way it loses its privileged character, and stands on the same footing as any Main Motion. If it were moved that the assembly should adjourn after the program were completed the motion would be qualified and would therefore admit of discussion and lose its privileged character. When a

motion to Adjourn is carried before the business of the meeting is concluded, the business thus interrupted is the first thing in order after the reading of the minutes at the next meeting. An adjourned meeting is legally the continuation of the meeting of which it is an adjournment. When a meeting is adjourned before the business is finished, and that meeting closes the session, the unfinished business may be introduced at the next session as new business on the same footing as if it had never been before the assembly. A motion to Adjourn cannot be made when another has the floor, nor can it be introduced when a vote is being taken; but it is in order after the vote on any motion has been taken and before the result of the vote is announced. A motion to Adjourn may be renewed provided there has been intervening business, as can any motion other than a Main Motion.

39. Questions of Privilege.—Questions relating to the rights and privileges of the assembly or its members are called Questions of Privilege. These are in order at any time that a member can ob-

tain the floor, and take precedence of all other questions excepting the motions to Fix the Time to Adjourn, and To Adjourn. When a Question of Privilege is stated the Chair at once decides whether it is a Question of Privilege or not. From his decision any two members may appeal. If the question is one requiring immediate action, it can interrupt a member's speech. When a member desires to present a Question of Privilege, and has obtained the floor, he says, "I rise to a Question of Privilege." The Chair requests him to state his question and then decides what shall be done with it. If the question is admitted, it may be decided at once by the Chair, or it may be discussed; the character of the question would decide these points. A Question of Privilege, when debatable, may be laid on the table, referred to a committee, or have any other Subsidiary Motion applied to it. In such a case the effect of the Subsidiary Motion is exhausted on the Question of Privilege, without affecting any other motion which may have been interrupted by the Question of Privilege. When some decision

has been reached in regard to the Question of Privilege, the assembly resumes the consideration of the motion which it interrupted. Questions of Privilege which involve the rights of the assembly take precedence over those that simply involve the rights of a member of the assembly.

Questions of Privilege consist of Questions of Order, of Information and of Personal Privilege. The last refers to cer allows them to be set aside, any members of an assembly and can be used to secure a chair if standing or have a window opened, or to bring up any matter which is one of personal comfort or convenience.

40. Orders of the Day.—The order of business or program, which an assembly has agreed to carry out, becomes the Order of the Day. If the presiding officer allows them to be set aside any member may call for the Orders of the Day or, in other words, ask that the order of business agreed upon be carried out. This motion does not require to be seconded. A call for the Orders of the Day takes precedence of all other motions, excepting

to Reconsider, to Fix the Time to which the Assembly shall Adjourn, to Adjourn, and Questions of Privilege. It is undebatable, cannot be amended, and is in order when another member has the floor. Orders of the Day are divided into two classes, Special Orders and General Orders. A regular Order of business would come under the head of a Special Order, and a call for the carrying out of the regular Order of business would take precedence over a call for the General Orders. These last refer to questions the consideration of which have been deferred until a certain time, or to the carrying out of a program. General Orders cannot interfere with the established rules of the assembly. It is customary for every club or society to adopt a regular order of business, and this would come under the head of Special Orders. A program that a club or society may adopt, or some form of entertainment, would come under the head of General Orders. Both Special and General Orders are included in this motion, and if the Orders of the Day are called it simply means that

the member wants the business which is in order at the time the call is made to be brought before the assembly. As has been previously stated, the time of the assembly cannot be taken up, excepting in such a manner as it has previously agreed upon, without its consent. The proper form of this motion is, "I call for the Orders of the Day." In this, as in all cases, the floor must first be obtained. The motion is put as follows: "Shall the Orders of the Day be taken up?" or "Will the assembly now proceed to the Orders of the Day? Those in favor will say *aye*. Those opposed will say *no*." If the assembly is carrying out a program that specifies the hour at which each question shall be considered, it is not always necessary to put the motion to vote, as the Chair may take it for granted that the assembly desires to abide by their program. One objection would, however, necessitate a vote. The effect of this motion is to remove the question under consideration from before the assembly as if it had been interrupted by an adjournment. A two-thirds vote of the assembly can set aside the Orders

of the Day until the matter under discussion is disposed of.

41. Miscellaneous Motions.—These motions will not fit into the classifications we have just considered because they refer to action that has been taken, while the motions we have been considering refer to action to be taken. The Miscellaneous Motions are:

To Renew.

To Ratify.

To Rescind.

To Reconsider.

42. Review.—A Main Question, or Main Motion, may not come before the assembly more than once in the course of a session, and when a motion to Reconsider the vote on a Main Motion has been once acted upon, the Motion to Reconsider that same motion cannot be renewed unless the motion was amended when it was reconsidered. All other motions can be renewed provided other business has intervened. To this rule there are some exceptions. A call for the Orders of the Day cannot be renewed on

the same order, nor can the Suspension of the Rules be renewed on the same rule. The motion to Amend cannot be renewed. A motion that has been withdrawn may be renewed because it has never been acted upon. To illustrate: If a Main Question is being discussed, and it is moved that it shall be laid on the table, and the motion is lost, the motion to Lay on the Table may be renewed provided other business has intervened. In the same way any motion not a Main Motion may be renewed. The exceptions to this rule are noted above.

43. **Ratify.**—When it is desired to confirm some action taken at a meeting at which a quorum was not present, or if for any reason it is desired to place a vote of ratification of action previously taken on the minutes, the motion To Ratify may be employed. The form of this motion is, “I move that (here state the action in question) be ratified.”

It sometimes happens that at a meeting of a Board, when there is important and imperative business to be transacted, a quorum is absent. In such an event

those present would be justified in attending to any business of such importance that the welfare of the society would be jeopardized if it were left unattended to. At the next meeting of the Board when a quorum is present, such action must be ratified. The Board members who were absent are responsible for the action and are culpable in the neglect of their duty as Board members.

Sometimes a President or delegate makes some pledge for a Club which she represents in regard to a matter of which the Club is ignorant. In this case the Club may or may not ratify the pledge. The responsibility is entirely on the President or delegate and the Club can use its own judgment in regard to assuming it.

44. **Rescind.**—When an assembly desires to withdraw from some course of action it has decided a pursue, and it is too late to Reconsider, the only alternative is to Rescind, which, when carried, is equivalent to an annulment of the action previously taken.

This motion has no privilege, but stands on the same footing as a new

motion. Any action that involves the society in a contract with an innocent third party cannot be rescinded without his consent. A motion may be rescinded regardless of the time that has elapsed. When it is desired not only to Rescind an action, but to express very strong disapproval, the assembly may vote to Rescind the action and have it expunged from the minutes. If this is carried, a line is drawn around the record of the action taken in the minutes, and across this record is written, "Expunged by order of the assembly." The form of this motion is: "I move that (here state action) be rescinded." When this motion is carried the action is annulled. Any action that has been partially carried out cannot be Rescinded.

If notice that the motion to Rescind is to be brought up has been given at a previous meeting or sent out in the call for this meeting, the motion may be carried by a majority vote. When the motion to Rescind is introduced without notice, it requires a two-thirds vote. It may also be carried without notice by

a vote of the majority of the entire membership.

45. **Reconsider.**—This motion is highly privileged and is in order even when another member has the floor. It must be moved on the day the motion that the reconsideration refers to was acted upon, or the day after. It must be made, unless the vote was by ballot, by a member who voted upon the prevailing side.

It differs from other motions in that the making of this motion is more highly privileged than its consideration. The mover need not have this motion considered when it is introduced. In this way action on the motion it is proposed to reconsider is entirely stopped until the reconsideration has been brought up and voted on. No motion can be twice reconsidered unless it was amended after the first reconsideration. If a motion has been amended it is not in order to move a reconsideration of the vote on the amendment but on the motion as amended. If the Previous Question has been partly executed, it cannot be reconsidered. If the assembly has taken action that cannot

be reversed as a result of a vote on some motion, that motion cannot be reconsidered. The motion is debatable just so far as the motion reconsidered is debatable. The Previous Question may be applied to the motion to Reconsider, but its effect is exhausted on that motion and does not affect the motion which it is desired to reconsider. It may be laid on the table without carrying the pending measure with it. When a member who has voted upon the prevailing side desires to move a reconsideration the member states the motion as follows: "I move that the vote on (here state the motion to be reconsidered) be reconsidered." When this motion is introduced the Chair at once inquires, "On which side did you vote?" Unless the vote was by ballot the mover of this motion must have voted on the side that prevailed. The Chair then inquires, "Will you bring up the reconsideration at this meeting?" If the answer is "Yes," the reconsideration is brought up, discussed and voted on. This discussion opens up another discussion on the Main Motion.

The member introducing this motion can do so while another member has the floor and have it entered on the minutes, but it is not considered until the pending business is concluded.

A member introducing this motion need not have it considered on the day it is introduced. In that event it may prove an obstruction to business and necessitate a Special Meeting. No business should be delayed over one month and when the Presiding Officer realizes that the introduction of this motion may prove an obstruction to the transaction of necessary business, attention should be called to this fact, and a date should be arranged for a meeting to be held at which the Reconsideration will be brought up. If the Club is to hold a regular meeting within the month and the delay will not hamper the business of the Club, the reconsideration can be brought up at the next regular meeting.

When the member bringing up this motion intends to delay action, the proper wording to make use of is, "I move that the vote on be reconsidered

and that the motion to Reconsider be entered on the minutes of this meeting." Such a motion must be introduced the day the motion to be reconsidered was acted on.

This motion requires two votes to arrive at the termination of its effect. First the vote is taken on the reconsideration, and if that is carried, the vote is at once taken on the Main Motion. There can be no further discussion on the Main Motion, it having been discussed twice.

If at the next Regular meeting of the Club no one brings up the Reconsideration, it remains on the minutes and may remain there all through the session. The mover of the motion has no power over it after the meeting at which it is introduced has terminated. At any subsequent meeting anyone present has a right to call for the motion but no one is obliged to bring it up and it does not come up under unfinished business. If not called up its effect terminates with the session and in that event it affects the Motion to be reconsidered in the same manner as if it had never been voted on. If it was

carried, no action can be taken while the reconsideration is entered against it, and if it was lost, it will remain lost if the reconsideration is not brought up.

The above refers to Main Motion. A motion to reconsider the vote on a Subsidiary or Incidental Motion must be reconsidered at once.

In the meetings of committees the motion may be introduced regardless of the time elapsed since the motion in question was acted on.

When this motion is carried the original motion is placed before the assembly in the exact position it occupied when it was first introduced.

Votes on the following motions cannot be reconsidered: Adjourn, Lay On the Table, Take From the Table, Suspend the Rules, Reconsider and Take a Recess. Affirmative votes on the following motions cannot be reconsidered, but negative votes may be reconsidered: Orders of the Day, To Adopt the Report of a Committee, To Amend a Constitution or By-Laws, To Elect to Membership or Office, To Nominate.

All presiding officers should acquaint themselves with the details of the use of this motion.

A Reconsideration requires only a majority vote, regardless of the vote necessary to adopt the motion reconsidered.

46. Routine Motions.—When a presiding officer sees that the business of the meeting can be expedited by the introduction of a motion other than a Main Motion, it is in order for the presiding officer to say: “If there is no objection (here state motion to be introduced), shall be done.” Example: If a committee wishes to report before reports of committee are in order, the presiding officer can say, “If there is no objection, the committee on shall be allowed to render its report.” If one objection is made a vote must be taken on the proposed motion. Such motions are called Routine Motions.

47. Committees.—Parliamentary Law provides for three kinds of committees:

1. The Committee of the Whole.
2. The Standing Committee.
3. The Special Committee.

Committees are as a rule created under the Subsidiary Motion to Commit, but Standing Committees are often created under the requirements of a constitution. A committee is always subordinate to the body that appoints it, and to whom it reports. Its powers are defined by the motion that appoints it and it can take no independent action. It is therefore manifest that there is something illogical and misleading in vesting a committee with executive powers. A club or society should be governed by an Executive or Governing Board, not a Committee. All committees render a report. The Committee of the Whole generally reports verbally. Standing Committees report in writing at the annual meeting. Special Committees report at the will of the house. A committee is a miniature assembly appointed to special well-defined work. It must meet in order to take action. Any committee, except a Committee of the Whole, can appoint a subcommittee. Only members of a committee are privileged to attend the business meetings of a committee, and nothing

that is said at committee meeting should be repeated.

48. Committee of the Whole.—

When an assembly desires to discuss freely a motion that it does not care to refer to a special committee, and yet wish to put in proper form for definite action, it is the practice to refer the matter to the "Committee of the Whole." The form of the motion is, "I move that the (here state name of the club, or simply say assembly) do now resolve itself into a Committee of the Whole, to take under consideration," etc. (here state purpose). This committee is a committee of the whole house; hence its name. When the above motion is moved, seconded and carried, the President immediately names one of the members of the house, and requests him to serve as Chairman of the Committee of the Whole. A chair is provided for the Chairman of the Committee of the Whole. The President takes his place as a member of the Committee and may, or may not, leave his chair, as he thinks best, but no chairman of a com-

mittee should ever occupy the chair of the presiding officer.

If it is considered necessary, a secretary for the Committee of the Whole may be appointed by the presiding officer at the time the Chairman is appointed.

The only motions that can come before a Committee of the Whole are to recommend the adoption or the amendment of the motion under discussion. Thus if the Committee was considering a motion to amend the By-Laws of the Club, the Committee could vote a recommendation to the Club that the By-Laws should be thus amended. The Subsidiary Motions of the Previous Question may be used and an appeal can be made from the ruling of the Chair. The motion to amend can be employed. No vote can be reconsidered. Each member may speak as often as he can obtain the floor. The only way to limit debate in the Committee of the Whole is to insert a time limit in the motion that appoints it. When such a time limit is inserted, the Committee cannot extend it. It cannot alter the text of the motion referred

to it for consideration. It can recommend alterations, which, if carried, are embodied in its report. When it has sufficiently discussed the motion before it, a motion is in order to the effect "That the Committee do now rise and report." When this motion is carried the presiding officer at once takes the Chair, and calls for the report of the Committee of the Whole, which is rendered by the Chairman. This report should be as follows, "The Committee of the Whole has had under consideration the motion submitted to it (here state motion), and has come to no conclusion;" or, if a conclusion has been reached, the chairman says, "The Committee of the Whole has had under consideration the motion submitted to it (here state motion), and recommends that the action be taken, report be adopted, motion be passed," with or without amendment, as the case may be. The report of the Committee of the Whole expresses what in its judgment had best be done in regard to the motion at issue. Its report, if adopted, becomes the will of the assembly (see 96). Should the Com-

mittee of the Whole become disorderly, and the Chairman be unable to preserve order, the presiding officer can take the chair and declare the Committee dissolved. The Committee of the Whole cannot refer the subject before them to another committee. The quorum of the Committee of the Whole is the same as that of the Assembly; if the Committee finds itself without a quorum, it must rise and report the fact to the assembly, which in such an event would have to adjourn. The report of the Committee of the Whole is recorded in the minutes, but its proceedings are not. It is generally wise to state in the motion appointing this committee the time over which it shall extend. While any member may speak as often as he can obtain the floor, and as long each time as is allowed speakers in the discussions of the assembly, if any one who has not spoken desires the floor, he must be recognized by the Chair before one who has already spoken on the point under discussion.

49. **Standing Committees.**—Standing Committees may be appointed at any

time by motion, but are often appointed under the requirements of a Constitution. To them are referred all matters relating to the subjects within their scope. An opportunity should be given at every regular meeting for the chairmen of the Standing Committees to inform the society as to the progress of their work. Standing Committees report at the annual meeting and are disbanded. They are usually appointed at the beginning of the session, and are placed in charge of work that extends through the session, as a printing committee, entertainment committee, etc.

Standing Committees having charge of the regular routine work of the Club should be appointed annually by the Board. Such committees should work under the direction of the Board. If a committee desires to incur expense it should apply to the Board for permission, otherwise the expense will become a liability of the committee. It is an excellent plan for a Board to inform each Standing Committee of the amount which will be allowed it for its expense.

Many Clubs provide for Departments. A Department is not adaptable for Club work and the term should not be used. The routine work of Clubs should be carried on by Standing Committees.

50. Special Committees.—It is usual and proper that much of the work of deliberative bodies be transacted by means of committees. The Standing Committee is a good medium for the transaction of routine business, but for the investigation of matters that come up in the assembly, where time is limited, the Special Committee is a most valuable agent. This Committee is appointed under the Subsidiary Motion to Commit. Its numbers and powers are defined by the assembly; it meets at the call of the chairman and only acts as it meets. All action of a committee must be taken at a regular meeting duly called. No action can be taken by members who did not meet. The consent of all individually without a meeting will not render valid any action. Unless otherwise ordered by the organization, a quorum is a majority of the membership of the Committee. The

Chairman of a committee is usually named by the assembly or the Chair, but if no Chairman is designated, the first member named should call the first meeting, and the committee is at liberty to select its own Chairman. As has been stated, the member first named usually acts as Chairman; the member who made the motion for the appointment of the committee is not by parliamentary law entitled any more than any other member to be Chairman, or even a member of the Committee. It is of course true that a member making a motion to have a committee appointed for a special object might naturally be supposed to be more interested in that object, and he is often the best choice for Chairman; but there is no rule that makes his appointment obligatory. A committee must be furnished with all papers or other matter that may assist it in its work. Its report, if written, should be in the shape of a set of resolutions. These must be signed by the Chairman and, if possible, by all the members. The Chairman should sign last and so testifies that the above signa-

tures are those of members of the committee. If a Chairman summons his committee together on two different occasions, without being able to secure a quorum, and it is necessary to render a report at a special date, the Chairman may have the report drawn up but must state in it the fact that a quorum was not obtained and leave the assembly to decide as to whether they will accept such a report, or have the matter Recommitted. Any money collected by a committee belongs to the parent body by whom the committee was created. A vote may be reconsidered in a committee regardless of the time which may have elapsed between the taking of the vote and the motion to Reconsider, provided every member who voted on the prevailing side is present when the reconsideration is moved, or has been notified that the motion will be introduced.

When a committee adjourns to meet at a certain time, it is not necessary to notify the absent members, but it is more courteous. If the work requires it, a committee may appoint a sub-committee.

A committee adopts its own report by vote and may amend it. The report of a committee may contain a recommendation in regard to the work submitted to it (51).

Special Committees are appointed to investigate proposed action before it is decided on and to carry out action already decided on.

51. Reports of Committees.—All committees having important matters in charge should render a report in the shape of a set of resolutions. If it is a Standing Committee, their report begins, "Your committee on respectfully report," or "beg leave to report."

The report of a Special Committee differs slightly from this. It should begin, "Your committee to which was referred having considered the same, respectfully report as follows," or, "The undersigned, a committee to which was referred," etc. The report must be signed by the Chairman and, if possible, by all the members. When a committee disagrees as to the nature of its report, the minority may draw up a report. The

report of the majority has a right to come before the assembly, the report of the minority is received by courtesy. It is introduced as a substitute motion.

When a minority report is submitted it should be in this form: "The undersigned, a minority of a committee to which was referred," etc. Reports sometimes conclude with, "All of which is respectfully submitted." This is not obligatory. Reports should always be headed as follows, "Report of the (here state name) Committee on (here state subject)," as "The Report of the Program Committee on Program," "Report of House Committee on Cost of Refurnishing the Assembly Hall."

When a report is in writing, it should be signed by the members of the committee, the Chairman signing last to signify that the names above are those of members of the committee. If a name appears below that of the Chairman it signifies that some one who is an authority on the subject treated in the report has been requested to read it and has pronounced it correct.

52. **Reception of Reports.**—When an assembly has instructed a committee to report at a certain time its report becomes part of the Orders of the Day. At the proper time the Chair calls for the report.

It cannot be laid on the Table or postponed; some action must be taken on it as it is Orders of the Day. If it is desired by the Chair to receive a report before the time appointed and the committee evinces its readiness to report, the Chair should say, "If there is no objection the report of will now be received." If there is one objection this motion is put to vote. Any member who thinks the work the committee was appointed to do is out of order may object to the reception of the report of such a committee, but not unless it can be proved that this is the first opportunity the member has had to object.

A report is received when it is read. It is not in order to move that a report be received after it is read. Nor is it in order to move that a report be received before it is read. A report of a committee must be received unless, as has

been stated, some valid objection can be advanced to the effect that the report should not be received. If the motion to Receive the Report is introduced owing to an objection to its reception, it requires a majority vote and cannot be discussed.

In some cases a report is not read when it is received, and in such an event it is given into the keeping of the Recording Secretary. This is only the case when the report is an annual report and its contents are known to the assembly or in the case of a report's being unimportant and laid over under the Rules for lack of time at the moment. It then comes up at the next meeting as unfinished business.

When a report is received, whether it is read or not, the committee is dissolved. A committee is appointed to investigate or act and report. When the assembly receives its report the work of the committee is ended.

After a report is read, the person reading it, usually the Chairman of the committee, should move its adoption or acceptance. If the matter treated in the

report is of small importance, it is accepted; if of great importance, it is adopted.

When a report is read which seems to require careful consideration and probable amendment after the motion to adopt, a motion may be made that the report be considered, and if that motion is carried the report comes before the house for consideration, and after it has been discussed it is in order to adopt or accept the report, as the case may be.

When the adoption or acceptance of a report has been moved, seconded and repeated by the Chair, the report is open for discussion and may be amended.

Whether the report is satisfactory or not, it is proper to act on it. If it is unsatisfactory, the matter may be recommitted—that is to say: another committee can be appointed under the motion to Recommit, and the same matter be given it that was placed in the hands of the committee which has just reported.

As has been stated, if a minority of a committee wish to present a dissenting report, it should be introduced immedi-

ately after the adoption or acceptance of the majority report has been moved and seconded and repeated by the Chair. If, however, the person who has presented the majority report wishes to speak to it, this should be permitted before the minority report is introduced.

Sometimes the report of a committee contains a recommendation that, if carried, would pledge the Club to some action. In this case, when the report is read, it is proper for the presiding officer to say the report will be acted on without the recommendation. When action on the report has been taken, the recommendation can be brought up as a Main Motion and discussed and acted on. The point is that committees are not appointed to recommend and that a recommendation is not, therefore, necessarily a part of the report. If the Chair does not introduce the aforementioned motion, it is proper for a member of the assembly to move that the recommendation be detached from the report. If the recommendation is pleasing to a majority of the voters present, this motion will be defeated.

It is not right to put through a report pledging a society to action without informing the assembly of the result of its vote. A report of a committee cannot be Laid on the Table, but when a recommendation has been detached it can, if desired, be Laid on the Table.

When the report of a committee contains a number of different subjects, they should be taken up one by one under the motion to adopt or accept and a motion to approve should be applied to each. This is the case of a report of a committee consisting of a Constitution and By-Laws.

When a Convention appoints a Committee to receive and report recommendations, it is erroneous to refer to such a committee as a Committee on Resolutions.

The person presenting the report has always the right to close discussion on the report.

53. Informal Consideration of a Motion.—When a presiding officer realizes that a motion under discussion is of such interest that the members of the assembly desire to speak many times to it, he can say, "If there is no objection,

the motion before the house will be discussed informally." If no one objects, an informal discussion is held. Members may speak as often as they can obtain the floor. When the motion has been well discussed, the presiding officer should say, "The motion will now be taken up formally." After this the regular Parliamentary Procedure is observed and the motion may be amended or any proper procedure applied. This routine motion is to make it possible for members of an assembly to hold a full and free discussion without the limitation of one or possibly two speeches. It is only in order after a Main Motion has been made, seconded, repeated by the Chair and spoken to by the mover.

54. Motions that Reopen the Discussion on the Main Motion:

Rescind.

Reconsider.

Ratify.

Postpone Indefinitely.

55. Motions that Admit of No Discussion.

To Adjourn.

Orders of the Day.

Suspension of the Rules.

An Appeal, unless the Chair throws it open for discussion.

Objection to the Consideration of the Question.

To Lay on the Table, or take from the Table.

The Previous Question.

Chairmen should remember that asking questions is not discussing. A member may rise and ask a question in regard to the business before the assembly.

56. Motions Which Are Used to Close Discussion.—The discussion upon any question before the assembly may be closed by the use of the following Motions. They cannot be discussed, and with the exception of to Lay on the Table, require a two-thirds vote for their adoption.

An Objection to the Consideration of the Question: This is allowed only when the motion is first given the assembly, and if sustained, not only stops all discus-

sion but prevents the question's being brought up again during the session.

To Lay on the Table: If adopted this motion removes the question from before the assembly and carries it to the table, from which it can only be taken by a majority vote.

The Previous Question: If adopted, this motion closes discussion and brings pending business before the assembly to an immediate vote.

An assembly may adopt an order limiting discussion on any subject before it. This order may specify the number and length of the speeches, and the time when the question under discussion shall be put to vote.

57. Various Methods of Voting.—When a question is put to vote the ordinary method is to say, "As many as are in favor say *aye*," and after the affirmative has been taken, "As many as are opposed say *no*;" or simply, "Those opposed *no*." This is called taking a vote by acclamation, and the result is often uncertain, and seems sometimes to be decided more on noise than on numbers. Another

method of voting is by asking those in favor to raise their right hand, and those opposed their left hand. A standing vote is often taken. First those voting in the affirmative are requested to stand and then those voting in the negative. Sometimes the house is divided, all those voting in the affirmative going to the right side of the room, those voting in the negative to the left. In the last three methods the vote must be counted by the Recording Secretary. A majority vote is sufficient for the adoption of any motion except those requiring a two-thirds vote. When a vote is taken the Chairman must always announce the result and declare that it is carried or lost. No vote is taken unless the *ayes* and *noes* are both called for. If the result of a vote is questioned by any member, a rising vote must be taken. Any member has a right to ask that the vote be counted. This result is accomplished by taking a rising vote. A member has a right to change his vote (when not made by ballot) before the Chair has announced the result of the vote. No one can vote on a question affecting himself, but if

more than one name is included in a motion all are entitled to vote. When there is a tie vote the motion is lost unless the Chair throws a vote for the affirmative. If his vote in the negative will make a tie he can throw it and so defeat the measure. If the Chair votes as a member of the assembly, he forfeits the privilege of throwing the casting vote. If any member present does not vote, the Chair should announce that all voters present are expected to vote, and then the Chair should take a rising vote on the motion previously voted on. All who do not vote can be counted in the affirmative. If any member desires to withhold his vote he can ask permission of the Chair to do so. From the decision of the Chair on this point, there is no appeal. The assembly can, by a majority vote, order that the vote on any question be taken by yeas and nays. When this method is pursued the Chairman states both sides of the question at once, as follows: "As many as are in favor of the adoption of this motion will, when their names are called, answer yes; those opposed will answer

no." The Recording Secretary then calls the roll, and each member, as his name is called, rises and answers yes or no. The Recording Secretary writes down this answer opposite the name of the member. Upon the completion of the roll call the Recording Secretary reads over the names of those who voted in the affirmative, and afterwards those who voted in the negative, that mistakes may be corrected. He then gives the number of votes cast on each side to the Chairman, who announces the result. After the first name has been called it is too late to ask to be excused from voting. This is a Roll Call vote and cannot be interrupted. Taking the vote by yeas and nays is peculiar to the United States. It has the effect of placing on record the manner in which each member votes.

In voting on a motion which has for its purpose the giving of a vote of thanks, care should be taken to call for both sides. When only the ayes are called for, no vote is taken and no thanks are given. If it is a rising vote of thanks the motion should first be put to vote and, when it is

carried, the assembly should rise and remain standing while the presiding officer presents the thanks of the assembly to the person named in the motion.

The method of voting by blanks has been explained in section 28. A vote by ballot is an individual secret vote. Under certain conditions an incorporated Society may provide in its By-Laws for proxy voting.

Business Corporations do not allow individuals to vote, but the individuals holding stock in the corporation vote their stock, one vote for each share of stock. Such votes are signed.

—58. **Decorum.**—It is the duty of the presiding officer to preserve the dignity of the meeting and enforce the observance of parliamentary procedure. In discussions, the floor should be accorded to the affirmative and negative in turn—first a pro, then a con. No member can be accorded the floor more than once unless by the consent of the house, and then only in the event that no one else desires the floor. The members when

speaking must avoid personal language and never refer to other members by name. The Chair must always be spoken of as "the Chair," or "the President." The member whose motion is before the house has the first right to the floor to open the discussion. The maker of a motion may vote against his own motion, but he may not speak against it. The Chairman cannot close the discussion as long as any one desires to be heard, and even after the affirmative vote on a motion has been taken, provided the negative has not been put, a member has a right to claim the floor and speak or introduce a motion. If the Chair considers the discussion has been sufficiently prolonged, he may ask the assembly if they are ready for the question, and if there is no objection, the vote may be put.

59. Nominating Candidates for Nominees for an Election.—When an election is to be held it is the duty of the society to provide nominees to be voted on, one for each vacancy to be filled. This may be done at a regular Club meet-

ing. The voters present may suggest names, and when these names are accepted by the vote of the assembly they become the nominees of that Club for election. Such names must be of qualified voters who are eligible and willing to serve if elected. No name can be presented unless the member presenting it has the consent of the member whose name is presented. When more names are presented than can be nominated, the filling of blanks should be ordered (28).

When nominees are adopted by the vote of the assembly they become the official ticket of the assembly and so appear on the ballot which is used at the election.

In many societies it is customary to have the names of candidates or nominees for the offices to be filled at the annual election, presented to the club in the form of a report of a Nominating Committee. This committee is appointed to ascertain the choice of the majority of the members at large, and present as its report a ticket composed of that

choice. If, in order to ascertain the choice of the members, nominating blanks are sent out to be filled in with the names of the candidates preferred, it should be remembered that some system of identification must be agreed upon in regard to these blanks, which shall make it possible for the nominating committee to assert positively that the names of the candidates presented in their report are the choice of those members properly qualified to choose. If nominating blanks are returned to the nominating committee without identification they should be treated as anonymous communications.

The proper method is to have each Nominating Blank signed by the member returning it. The act of nominating is a public act, and the name of the suggester of the nominee, together with the assurance that both suggester and suggested are qualified voters, is necessary to make the suggestion effective. Only active members of an organization, whose dues are paid in full, are qualified voters, and only such can nominate or receive

nominations. Any Nominating Blank received from a member in arrears for dues or any suggested name of a member in arrears for dues is ignored by the Nominating Committee. Such suggestions cannot be counted.

When the report of a Nominating Committee is rendered, it is read and then the motion to adopt the report is applied. After this it is discussed and may be amended. When the report is adopted by the vote of the assembly, the organization represented by those present has conferred nominations on the names contained in the report. The organization alone can Nominate; a committee can only suggest. The report of a Nominating Committee can never be used as a ballot.

Up to the time the polls open, it is in order to bring the names of suggested nominees. Any member can rise, obtain the floor and suggest another name. The member introducing the name must assure the assembly that the person suggested is eligible to be elected and willing

to have the name suggested. A motion that suggested nominations should be closed will put an end to these suggestions. Any suggested names should be posted in the voting room. Voters who so desire can write in these names instead of voting the names printed on the ballot.

When an organization desires to afford an opportunity for the preparation of more than one ballot, the By-Laws should provide for nominations to be made by groups of qualified voters. Twenty or more—the number to be fixed by the By-Laws—can meet and prepare a ticket, which must be signed by those present. The ticket thus prepared is forwarded to the Board, which must carefully consider the names of the nominees and the signers, to be assured that all are qualified voters. Such tickets must be accompanied by the assurance that those nominated are eligible and willing to serve.

One or more tickets can be secured in this way, but no member may sign more than one ticket. Any member signing two tickets thus prepared makes both

tickets invalid as no member has more than one vote for nominations.

All tickets thus received shall be printed as separate ballots and given out at the annual election.

When nominations are obtained as above, no other provision for nominating can appear in the By-Laws.

60. Elections.—All organizations are expected and required to hold an annual election. This takes place at the annual meeting. In some cases it is necessary to hold a special election between the annual meetings, when a vacancy occurs that cannot be otherwise filled, but if the By-Laws are correctly drawn up special elections are rarely necessary.

Only members of an organization whose dues are paid in full and who are, therefore, members in good standing can participate in an election.

On the day of the election the President shall appoint from the members assembled a Board of Election, the number to be determined by the number of voters present. The Board of Election has

charge of all the details of the election.

A room must be provided apart from the meeting room, in which shall be placed the ballot box or boxes, in charge of the Board of Election.

When the Board is appointed, the President delivers the printed ballots to the Chairman of the Board in the package received from the Committee on Printing. The President then takes one ballot and instructs the assembly how to vote. Each ballot is numbered with a blank line underneath the printed name of the nominee, that can be used to write in a name if the voter is not satisfied to vote for the official nominee. In order to vote, a cross is placed in the square at the left-hand side of the name voted for. If a voting machine is used, the procedure will be outlined by those in charge of the machine.

After the President declares the polls open, the members enter the voting room singly, and receive their ballots after entering the room from the Board of Election. Care should be taken that only qualified voters are allowed to enter the voting room.

Inclosures or booths must be provided where voters can mark their ballots in private. A pencil with a black lead should be used. Only the ballot prepared by the Club and given out by the Board of Election can be used or counted. Under the Law of the United States a plurality vote elects.

As has been stated, the voters need not vote for the names printed on the ballot, but can write in other names on the blank lines provided for that purpose. The Board of Election shall be empowered to answer questions in regard to the proper method of marking the ballot, but cannot discuss the nominees. When all have voted, the President declares the polls closed. The ballots are then counted, and a report is made. As each ballot printed on the blanket ballot must be counted separately they must be reported separately. In a report, first the total number of voters is given, then the number of ballots cast. If five ballots appear on the blanket ballot, and fifty people vote, there would be two hundred and fifty ballots counted.

The report should read as below :

<i>Total number of voters</i>	50
<i>Total number of votes tallied</i>	250
<i>Ballot</i>	I
<i>Blanks</i>	2
<i>Void</i>	3
<i>Mrs. Rice</i>	45
	—
<i>Tally</i>	50

In reporting an election the person receiving the largest number of votes is always mentioned last.

The report must be signed by the Board of Election, the Chairman signing last.

When the report of the Board of Election is presented to the assembly, it is read by the Chairman of the Board of Election. Another member of the Board should hold the ballot box, which should contain the ballots and details of count. When the report is read, the Chairman of the Board of Election moves its adoption. After the motion is seconded, it is repeated by the President, who then asks the Board of Election if they are satisfied with the manner in which the election was

conducted. If the Board of Election reply in the affirmative, the President asks the same question of the assembly. If no objection is made, the motion to adopt is put to vote and, when it is carried, the President announces the names of those elected. Unless otherwise provided in the By-Laws, newly-elected members of a Board take office as soon as the annual meeting adjourns.

If any qualified voter objects to the manner in which the election was conducted, the election is held up until the objection is met. Sometimes a recount of the ballots is called for; sometimes another election. If any member present wishes to object to the election, the objection should be made before the report of the Board of Election is adopted.

All votes must be counted. Names may appear on a ballot which are not eligible to serve, but it is the duty of the Board of Election to count all votes and make a tally on every ballot. The eligibility of the person voted for does not concern the Board of Election.

After the annual meeting adjourns, the

ballots are sealed and given in charge of the Chairman of the Board of Election, who must deposit them in a safe. At the end of thirty days they can be destroyed, but if a contest has arisen in regard to the Election, they must be kept until that is decided.

Under no circumstances should a motion that the Secretary cast a vote to elect be entertained. It is against the principles of a secret vote.

When the membership of an organization is so scattered as to make it difficult for it to assemble, it is allowable for the By-laws to provide that all elections should be conducted through the mails.

61A. Motions Classified According to Their Effect on the Main Motion:

1. To change wording
Amend (28)
2. To Delay Action
Lay on the Table (24)
Postpone (26)
3. To close discussion

Previous Question (25)

4. To consider a second time

Reconsider (45)

5. To prevent action already agreed upon

Rescind (44)

6. To suppress

Objection to the consideration of the question (32)

7. To enforce Parliamentary Law
Orders of the Day (40)

Questions of Order and appeal (31)

8. To Investigate

Commit (27)

9. To allow of free discussion

Committee of the Whole (48)

Informal consideration (53)

B. The following Motions Affect the Discussion on the Main Motion.

They require a two-thirds vote.

Set aside Orders of the Day (40)

The previous Question (25)

Objection to the Consideration of the Question (32)

Rescind when introduced without notice (44)

Amendment to Constitution or By-Laws (64)

Suspension of the Rules (35)

Set aside a postponement (26)

62. Improper Motions.—The president should rule out of order the following classes of motions and no appeal can be taken from the ruling: Motions that conflict with the Federal or State Law. Motions that conflict with the provisions of the Charter, Constitution or By-Laws. Motions that are introduced to obstruct business. Motions that are aimed against a member or members and are therefore personal and injurious.

Any motion which attempts to set aside a provision of Law or a provision of a Charter, By-Laws or Standing Rules, is null and void. In some instances By-Laws and Standing Rules may be suspended, but never set aside. When the motion for their suspension is exhausted, they are still in force.

63. Membership.—Membership in any organization not a business organization is conferred by a majority vote of the Board of the Club. A person joining

a Club agrees to assume the obligations of paying whatever fees and dues are specified in the By-Laws and assisting in the work of the Club.

Every elected candidate for membership should qualify within two weeks of the election—that is: pay any fee or dues in order. Members who are in arrears for dues for more than six months should be denied the right of taking part in the business meetings. Only members whose dues are paid in full are qualified voters. If dues remain unpaid when the annual meeting adjourns, membership is forfeited and the action in regard to members in this position rests with the Board. The annual meeting closes the business year, and dues for the coming year are in order two weeks after the close of the annual meeting. When a member in good standing resigns in writing, the Board need not act on the resignation, but a record of the fact should appear in the minutes.

A person joining a club or society agrees to accept and abide by the provisions of the Constitution and By-laws

or Certificate of Incorporation and By-laws, as the case may be.

Every member of a Society should be supplied with a copy of the Constitution and By-laws, or the Certificate of Incorporation and By-laws.

Many organizations require members to sign the By-Laws.

64. Amending a Constitution or By-Laws.—Constitutions and By-Laws should always provide a method for their own amendment. When it is desired to amend the Charter of an incorporated society, a lawyer should be consulted.

The usual form for amendment in the case of Constitution and By-Laws is that the proposed amendment should be introduced at one meeting and considered at another. Notice of such consideration should always be given.

It is customary to have a month elapse between the introduction of an amendment to a Constitution and its consideration. A two weeks' notice can be given in the case of a proposed amendment to the By-Laws, but a longer period can be arranged for if desired.

The proper vote for an amendment of a Constitution or By-Laws is a two-thirds vote of the qualified voters present at any business meeting regularly called. Of course, this presupposes a quorum's being present.

All amendments must be in accord with the provision of the Constitution and By-Laws. Methods of accomplishment may be changed, but underlying principles on which the Club is organized cannot be changed, except by reorganization. When a committee is appointed to bring in proposed amendments, the proposed amendments in the report of the Committee should be considered as outlined in (4).

If the Board of an organization should become convinced of the fact that the By-Laws were not drawn correctly and that they did not agree with the Charter or Constitution, as the case might be, it would be the duty of the Board to have the By-Laws rewritten so that they should be in agreement with the Charter or Constitution. As this is a necessary procedure in order to provide the Club

with a correct set of By-Laws, it does not require to be treated as an amendment. The matter should be explained to the Club, and when the By-Laws are correctly drawn, a vote of Ratification should be taken at a business meeting. No amendments should be allowed unless the proper notice has been given. The new By-Laws are simply the old ones rewritten to agree with the Charter or Constitution.

In the second Article of a Constitution the object or objects that the organization is formed to promote are stated. This means that all money collected must be applied to the promotion of those objects.

The sixth article, "finances," is important, as it should state from what source the club is to derive its income.

The constitution contains the laws of the society. It may also adopt by-laws which state the manner in which the requirements of the constitution shall be carried out. To illustrate: the constitution calls for the creation of a certain number of officers; the by-laws specify

their duties. By-laws should contain all the working details of the laws outlined in the constitution. They are simply numbered one, two, three, etc. By-laws should not require as long a notice as the constitution in order to be amended, and may provide for their own amendments by unanimous vote without previous notice provided every one is present who will be affected by the amendment. Such amendments may go into effect as soon as voted on.

An amendment to a Constitution or By-Laws goes into effect at once unless otherwise stated. No amendment can be retroactive. An amendment to the dues cannot become effective until the close of the business year.

When it is found that any provision of a Constitution or By-Laws is contrary to the Federal or State Law, it should be eliminated at once. No amendment is necessary.

An amendment to a Constitution or By-laws may be tabled without taking the Constitution or By-laws with it as an amendment to anything already

adopted in a Main Motion. An amendment to a Constitution or By-laws cannot be enforced to affect action already agreed upon. To illustrate: If a club has made arrangements to hold an election and the nominees have been decided upon, no amendment affecting their eligibility to hold office could be enforced. Any amendment in regard to the eligibility of the members to hold office passed after a ticket has been accepted cannot affect the nominees on that ticket. An amendment to a Constitution or By-laws cannot be passed and acted upon at the same meeting, but By-laws may be amended and the amendment take effect at the same meeting, provided the amendment is one that does not interfere with the rights or privileges of any of the members.

65. Standing Rules.—Standing Rules are Rules established by the Board and are designed to regulate the work of the Club. They may relate to the duties of members, work of committees, introduction and carrying out of programs, guests, or anything that in the judgment of the Board needs to be adjusted.

An organization may at a business meeting recommend the Board to establish a Standing Rule.

Standing Rules may be repealed by a two-thirds vote of the Board at any business meeting of the Board. They are subject to the motion Suspension of the Rules (35)

66. Hints to Inexperienced Presiding Officers.—When a presiding officer calls a meeting to order with one stroke of the gavel and the words, "The meeting will come to order," a quorum is guaranteed so that business can be conducted. If no quorum is present, it should be stated at once. In that case the minutes may be read, and the Statement of the Treasurer, but no business can be transacted except in the case of its being an important Board meeting. See (42).

For the Order of Business for the Annual Meeting see (18). Order of Business for Regular Business Meetings see (19). Remember that all motions should be given to the assembly as follows, "It is moved and seconded," ex-

cept in the event of the motion's not requiring a seconder, when the words of the motion are repeated, as "The motion before the house is objected to." (32.)

Never put a motion to vote unless you are sure all present understand it; then be sure to call for the "ayes" and "noes" and announce the result of the vote as carried or lost as the case may be. Remember that the Recording Secretary only records what you say. If you do not announce the result of a vote there is no record of action taken.

Treat all with fairness and do not express an opinion of what is under discussion unless you feel it is your duty to do so. In that case leave the Chair, placing the Vice President or Secretary in it while you speak.

When action is taken it is impossible that all should be pleased with the result, but it is quite possible that all should feel that they have been fairly treated.

Remember that it is your responsibility to see that all proceedings are correctly conducted. Provide yourself with a Parliamentary Manual and consult it

when in doubt. If your Parliamentary Rulings are questioned, ask the Recording Secretary to read the Manual.

Remember that the Recording Secretary should keep you informed of the business before the house. You must be assured that he has recorded the names of the mover and seconder of a motion before the discussion is opened on the motion.

The commonest mistakes you will have to guard against are the attempts that will be made to introduce Main Motions in Motions to Commit.

Remember that the Motion to Commit is a subsidiary Motion and cannot come before the assembly unless there is a Main Motion under discussion to which it may be applied. To illustrate: if a Main Motion has been introduced to the effect that the Club should seek another meeting place, it would be in order to have a motion introduced "That a Committee should be appointed to look at available rooms and report its findings." This leaves the matter open until the Committee reports. A motion for such

a Committee, when no Main Motion had been introduced, would be out of order, but many presiding officers might allow such a motion through ignorance. To illustrate: the following motion should be ruled out of order, "I move that a Committee of Three be appointed by the Chair to look for another meeting place for the Club." This is out of order because no Main Motion is before the house and a new idea cannot be introduced in a Subsidiary Motion.

In sec. 62 a number of Improper Motions are listed.

When you make a ruling be sure that you have authority behind it and can prove your point, as arbitrary ruling without any authority behind it weakens the standing of the Chair.

67. Advisory Board.—Some Clubs provide in their By-Laws for an Advisory Board. Such a Board should be appointed by the Board of the Club. It should be composed of people who are in a situation to advise the Board of the Club in regard to extending the work of the Club. It need not be composed of

members of the Club. When the Board of the Club so desires it can consult the Advisory Board. It need not take the advice given. In fact, an Advisory Board is of very little practical value except in the case of an organization doing scientific Philanthropic or Literary work. An Advisory Board has no standing and is purely honorary.

68. Discipline.—When a member of the assembly is disorderly the assembly may, by vote, order that he be ejected. This motion can only be introduced after the disorderly member has refused to come to order at the request of the presiding officer.

When a member of an organization is a detriment to the organization because of conduct which reflects unfavorably on the organization, the Board of the organization can request the member to come before it and can reprimand him for his conduct. If he refuses to attend the Board meeting and continues by word and deed to be a detriment to the welfare of the organization, the Board can request him to resign and, if he re-

fuses to resign, the Board can order his name removed from the Club roster. Unless these proceedings are kept absolutely secret, the member expelled can bring a suit against the organization. The fact that the charges are true does not matter.

Expulsion of a member should be carefully considered. There are many ways of dealing with undesirable members besides giving them grounds for a suit. Discretion should be exercised in this matter.

69. **Charts.**—Parliamentary Charts are a help to Clubs. They show how business should be conducted. They can be hung on the wall and are visible for sixty feet. Any organization interested in these Charts can obtain further information from the publisher of this book.*

* Gregg Publishing Co., 285 Fifth Ave., N. Y.

Part Second

A GUIDE TO EXTEMPORANEOUS
SPEAKING AND THE ART
OF DEBATE

A GUIDE TO EXTEMPORANEOUS SPEAKING AND THE ART OF DEBATE

70. Methods.—There are three methods for arriving at a common ground of agreement. These are the Discussion, the Conference and the Debate. To employ any or all of these, a knowledge of Extemporaneous Speaking is desirable.

A ready command of language and the power of speaking with conviction and without notes, are essential to success in the presentation of a subject.

71. Discussion.—All business or questions of any kind that are brought before a club are discussed. In a discussion we speak to present our own views and we are directly responsible for the views presented. It may or may not be a subject to which we have given thought. It is, in any case, a subject in which we are interested and on which we have

some opinion. We speak, then, for the purpose of persuading others to adopt our opinion and vote with us. It is therefore essential that we should be at one and the same time persuasive and non-antagonistic. The power of presenting an opinion in a clear, concise and logical manner is a power that will frequently give its possessor the result he aims to bring about.

72. Conference.—This is a form of discussion which is used when two or more separate organizations desire to arrive at some common ground in regard to a question of interest to both. When it is desired to hold a conference each organization appoints representatives who meet together and present the points of difference held by their respective organizations.

It may be necessary so materially to modify the views held by the disagreeing bodies as to necessitate the holding of more than one conference. When a common ground has been agreed upon the conference is terminated, even if the common ground is a disagreement.

73. Proper Motions to be Used in Conference.—1. To Concur. This motion signifies agreement. 2. To Non-concur. This motion is the reverse of the first. 3. To Recede. When the motion to non-concur is carried then it is in order to consult with the bodies represented at the conference, which sometimes has the result of a desire on the part of one of the bodies to recede from the position taken, hence the motion. 4. To Insist. If, however, neither is willing to recede, this motion is in order. 5. To Adhere. When either body has decided that it will be impossible for them to change their views or subscribe to any further compromise, this motion to adhere is in order.

74. The Debate.—In a debate both sides of the subject are presented and the audience is left to draw its own conclusions. Unlike the discussion, it is not a statement of individual opinions but is the presentation of a logical argument which may or may not be the opinion of the speaker. Debate is an art, not a science, and a good debater is a man of

no small intellectual power. We debate to convince and persuade and we take whichever side of the question may be assigned to us by the chairman. It is obvious, then, that a good debater regards the question from a purely impersonal standpoint. The power to express views clearly and convincingly is particularly necessary in a debate.

75. Extemporaneous Speaking.—Whether we expect to speak in the Discussion, Conference, or Debate, or aim to occupy the platform alone, we need to be informed in regard to the rules governing extemporaneous speaking. The first requisite for a successful public speaker is the having something to say—something that people desire to hear. Many speakers have a great deal to say but it fails to interest their audience and so they are not successful. It is, however, not enough to be able to present a subject in which your audience is interested; you must present it in such a way that you can be heard. Hardly a public meeting takes place where all the speakers are heard. Never be persuaded to speak on

a subject that does not appeal to you. You cannot do it justice. Choose your subject to suit the audience you are called upon to address. Learn to throw your voice to the rear of the room so that all may hear. These are the first requisites for extemporaneous speaking. It will also be essential to know how to present your ideas so as to make them pleasing to your hearers. To do this you must have some slight knowledge of logic. Oratory is good and we enjoy an orator; but an orator who is also a logician becomes a leader of men. When you rise to address an audience concentrate your thoughts on yourself and on what you are going to say. Do not allow the mentality of your hearers to influence yours. Look at the extreme end of the room and your voice will fill the room. Remember that you hold your audience by Courtesy, Curiosity, and Interest. The first two will insure you a respectful hearing for a while, but you must arouse the last to hold it long. Learn to enunciate clearly and speak slowly; avoid becoming monotonous. Be sincere. Remember

that the moment your audience suspects you of simulating an emotion you will lose your power over it. It is natural feeling alone that can awaken its feeling. Speak to your audience, not at it. Cultivate a conversational tone and avoid too smooth delivery. It must not suspect you of memorizing. To memorize is fatal to all originality of thought. You should train yourself to alter your form of expression to suit every audience. Stand, while speaking, well poised on both feet. Do not wave your hands. Avoid getting wound up. As you control yourself so, in like degree, you will your audience. Speak with force, so that it will be apparent that you mean what you say. Express yourself clearly and avoid the use of ambiguous language or of words not in common use. An extemporaneous speech, in the common acceptance of the term, is a speech delivered without notes. It must not be confounded with the impromptu speech, which is one composed on the spur of the moment. An extemporaneous speech is one prepared for the occasion, and, in order to be able

to do justice both to your subject and your audience, considerable hard work is required before you are in a position to deliver such a speech. When you have collected all your material, you should write out your ideas in the order that you desire to present them. Then make a list of suggestive notes, which will recall to your mind the train of thought that they represent. Practice the delivery of your speech from the notes. It is essential that you should become accustomed to the sound of your own voice, and consequently, you should practice delivering your speech aloud. Do this until it becomes an easy matter, then when you are called upon to speak in public, your mind will be so full of your subject that you will find your ideas rapidly presenting themselves. Never attempt to confine yourself to any set form of words. Be spontaneous as far as possible. If you do not say what you expected to say, do not let it cause you annoyance or hesitation, but continue on and every moment will make it easier. Remember that your audience desires you

to succeed. It looks to you for entertainment or instruction. It is seldom that an audience is in an antagonistic state of mind toward a speaker. Your audience, in fact, should be largely in the state of mind that you create. It is your prerogative to sway and influence its mind and bend it, at least for the time being, to your way of thinking. As you increase in proficiency as a speaker, you will learn to study the faces of your audience and will adapt yourself to meet the atmosphere that confronts you. No two audiences are exactly alike and a speech should be always more or less modified to meet the requirements of the occasion. By the cultivation of these simple rules public speaking will become a pleasure to be desired instead of a bugbear to be avoided. At the present time the custom of after-dinner speaking, both among men and women, is very prevalent; everyone should be able to do his part creditably. The short speech, if well done, generally leads up to something more important, and public speaking is becom-

ing an accomplishment that it behooves us all to cultivate.

76. The Voice.—Care should be taken to cultivate a carrying voice. To do this you must learn to breathe properly—that is, deeply. Short breaths make for nervousness. Cultivate resonance, speak naturally and not through your nose. Do not make the mistake of thinking that you will have to speak in a high-pitched voice to be heard. Rather lower your voice if you feel yourself getting warmed up. Hold your head up and face your audience squarely.

What is called a good speaking voice—that is, one that can be heard—is neither harsh nor strident. This is what you should cultivate.

77. Logic.—All speech is more pleasing to the human understanding when logically expressed. It is therefore essential that any one desiring to present a subject in a speech, debate or discussion, should have some slight knowledge of logic. All speech is composed of “terms”; “a term is a word or words that constitute a subject of thought.”

Every term has its "content," which is its dictionary meaning, or exact definition, and its "concept," which is your comprehension of the word. You must, therefore, be careful that the words you employ shall, as far as possible, convey the same meaning or concept to your hearers as they do to you. In order to do this use plain and simple language; let your terms be largely derived from the Saxon preferably to those derived from other sources. Any agreement or denial between two concepts is a proposition. Example: "Man is human." Here we have the concepts "man" and "human." The verb "is," creates an agreement and so forms a proposition. The subject for a discussion, conference, or debate always consists of a proposition.

78. The Syllogism.—A syllogism is a system of reasoning by means of a middle term. A syllogism contains three propositions, the "Major," "Minor," and "Middle." The Major, or first proposition, contains the conclusion, the other two propositions prove this conclusion. In the Minor or third proposition, we

have the logical result of the proof contained in the Middle or second proposition and these two together bring us back to the Major proposition, which is our conclusion. Example: "All animals are mortal." A dog is an animal. Therefore all dogs are mortal. In order to prove our syllogism to be logical we apply the following test which is in the form of a question. Why is a dog mortal? Ans.: Because he is an animal and all animals are mortal. Any syllogism that does not respond to this test is a fallacy. From this example we see the truth of the assertion that a syllogism is a system of reasoning by means of a middle term. Take away the middle term, and your argument falls to the ground.

79. The Syllogism Applied.—Your speech, in order to carry conviction, should be arranged in the form of a syllogism and the closer you confine yourself to the syllogistic arrangement the more convincing you will be. First state your subject: the proposition about which you are to speak. This answers to the

Major proposition. Then give your proofs and arguments. These, you will see, answer to your Middle proposition. Last, draw your conclusion, and work back briefly through your argument to your proposition and thus prove that your summing up or Minor proposition logically works back to your Major proposition, which, in turn, contains your conclusion. In the drawing up of a speech, these different parts are usually called, Preamble, Inference, Conclusion.

80. Arrangement of a Speech.—

After the subject of your speech has been decided upon, some time must necessarily be spent in collecting material. No source of information should be neglected and every available means employed to obtain light on the subject. After you have done all you can and feel you are prepared to commence the actual work of preparation you will find it helpful to divide your material under the following headings. These headings are simply for the benefit of the speaker and should only be apparent to the hearers in the degree to which the logical and correct arrange-

ment appeals to their understanding. These headings are: The Exordium, Division, Narration, Confirmation, Refutation, and Peroration,—six in all. In order to preserve the syllogistic form we arrange these headings in twos. The Exordium and Division will form the Preamble and will also be the Major proposition. Narration and Confirmation will constitute the Inference and be at the same time the Middle proposition. Refutation and Peroration will sum up and be the conclusion as well as the Minor proposition. We will now proceed to explain what these headlines stand for.

81. Preamble.—The first division contains the Exordium and Division; in the Exordium, you state your subject and what you intend to prove in regard to it. In other words, it is a statement of your subject and your object in presenting it. In your Division, you state the point of view from which you intend to consider your subject. This is your personal viewpoint. These together constitute your Preamble.

82. Inference.—The second division of your speech consists of Narration and Confirmation. In Narration you tell all you think necessary in regard to your subject to give your audience a clear idea of its merits. It is, in fact, under this heading that you tell anything about your subject that may make it interesting or that goes to prove the point you have in view in presenting it. Confirmation contains the proofs by which you hope to maintain the ground outlined in your Preamble. In this you present the arguments by which you endeavor to persuade your audience to accept these proofs. These together constitute your Inference.

Stories illustrating the point in question belong under Confirmation.

83. Conclusion.—While you have been speaking, many points have arisen in the minds of your hearers which are antagonistic to what you are endeavoring to prove. You now come to your Refutation and Peroration. In your Refutation you answer, as far as possible, the antagonistic views which you feel sure some of your hearers hold. You en-

deavor to refute them. This leads to your Peroration, or summing up, in which you briefly revise the ground you have covered in your speech, and show that, having presented a good logical argument, you are entitled to have the proposition admitted as proved. These together constitute your Conclusion.

84. Example of the Arrangement of a Speech.

Subject

The Value of Our Public School System.

Preamble.

Exordium.

Statement of subject and of the intention of the speaker to prove the value of our Public School System to the community at large.

Division.

Point of View

The speaker, as a member of the community at large, feels competent to judge of the efficacy of our Public School System.

Inference.

Narration.

Brief account of the system, giving some of its practical workings.

Confirmation.

In countries where no such systems exist, conditions show that educational standards are lower and in consequence the community suffers.

Conclusion.

Refutation.

The objection is often raised to our system that it teaches too many different subjects. Those who object do not sufficiently appreciate the fact that our schools contain an infinite variety of minds, and in order to give each an opportunity for perfect individual mental development, many lines of work must be suggested that each may ultimately pursue the one for which he is most suited.

Peroration.

The above line of argument being admitted, the proposition em-

bodied as the subject of the speech must be admitted to have been conclusively proved.

The above skeleton of a speech will show how any subject can be arranged on the lines suggested.

85. Induction and Deduction.—In the preparation of a logical argument two methods may be pursued, the Inductive or the Deductive. In the first, you argue from an Inference. In the second, from a known fact. Almost all religious arguments are framed on the inductive system. Mathematical arguments are always deductions. The argument on which is based the commonly accepted hypothesis used to explain the origin of our solar system is inductive. The argument from which we infer that touching a red-hot iron will result in a burn is deductive. The first is based on the assumption that, given certain imaginary conditions that we have reason to believe once existed, certain results were bound to follow. The second is based on the assumption that, given the same conditions, what has hap-

pened will happen. All inventions are largely the result of induction. Induction must, in fact, have preceded deduction. In preparing the line of argument for a speech the speaker must decide as to which of these methods will best carry out the purposes he has in mind.

86. Debate.—Of all forms of argumentation the debate affords the highest possibilities for the display of intellectuality. It differs from other forms of argumentation in that it presupposes the existence of two sides for the subject presented. It has the negative constantly in mind. It is therefore necessary that the subject for debate shall be presented in the form of a positive affirmative proposition. In order to debate a question, it must be presented in the affirmative. You may not defend what has not been attacked. It is possible sometimes to debate an apparent negative—an apparent, not an actual, negative. A skilled debater can frame such a proposition. To be debatable a subject must have two sides; you cannot debate truisms.

To take part creditably in a debate requires considerable practice as well as ability. Professor Alden tells us in his book, "The Art of Debate," that "The mental habits which go to make a good debater are of the highest type and are usually developed only by considerable training. They involve the ability to find out as well as to defend truth; the ability to analyze keenly and swiftly the essential from the trivial, the willingness to consider the questions apart from the prejudices with which one is tempted to view them, and finally, the power of expression. To these must be added, for one who will be successful in active debate, the ability to decide quickly which of two or three possible lines of attack shall be chosen, and the power of rapidly arranging one's thoughts in a way to make them seem reasonable to others." While few of us may be able to attain to this degree of excellence, no one should be deterred from studying the art of debate and taking advantage of the mental stimulus the study brings. Any one who

can find reasons for his contention and state them clearly is an acceptable debater.

87. Proposition.—On the care with which the proposition is framed rests largely the success of the debate. As has been stated, it must be an affirmative; must contain a clear and concise statement of a fact; must be capable of a well-defined negative. The topic suggested for the extemporaneous speech would form a good topic for a debate. The proposition might be worded as follows: "Resolved: That our Public Schools are the Best in the World." This is a clear statement of a fact and admits of a decided negative.

88. Point of View.—The first point to be decided in regard to the proposition presented is its precise meaning, or what it maintains. If it is susceptible of being regarded from more than one point of view it is the privilege of those who have the debate in charge to choose the point of view from which it shall be debated. Our proposition clearly states that our schools are the best in the world. We may maintain our proposition from the

point of view of the value of the "System, or the point of view of the value of the education carried on under that system." In a debate, the point of view must be general, not personal. These different points of view would involve different lines of argument. The point of view limits the scope of the argument.

Care should be taken that the point of view should be one from which everything contained in the proposition may be consistently debated.

89. Chairman.—The Chairman has charge of the debate. He occupies the Chair and states the proposition, outlines the point of view and introduces the speakers. It is also his business to read the summing up and put the vote. He must see that the speakers adhere to the point of view, and are careful to debate the proposition from that point of view. If there is no other arrangement or rule, the Chairman assigns the sides upon which those taking part in the debate shall prepare themselves to speak. When the hour has come for the opening of the debate the Chairman rises and says:

"We will now proceed to debate the following resolution or proposition: Resolved, That (here state resolution). From the point of view of (here state point of view)." The Chairman presents the Exordium. He then introduces the speakers. The first speaker is of course the leader of the affirmative. He presents Narration and Confirmation. Upon him rests the burden of proof.

The second speaker presents Refutation. Upon him rests the burden of refutation.

When all speakers have spoken, the leader of the Affirmative has the opportunity given him to answer what has been said, and after he has finished, the leader of the negative is given the same opportunity.

When the Debate is closed, the Chairman sums up from notes taken by him during the progress of the Debate. In this manner he presents the Peroration.

He reads, first, the line of argument presented by the affirmative; next, that presented by the negative. He does not mention the speakers but reads the argument as a connected whole. After this

two votes are taken. The first is on the merits of the argument, the second on the merits of the resolution. The first is put as follows: "Resolved, That the affirmative sustained the resolution, those in favor say *aye*. Opposed *no*." This vote is simply to develop the fact as to which side, in the opinion of the audience, has the clever speakers. If the negative speakers are considered the cleverer, the motion will be lost. The second vote is on the resolution irrespective of any argument that may have been presented. It is put as follows: "Resolved, That (here state resolution), all in favor say *aye*. Opposed *no*." The Chairman then announces the results of the votes, and the debate is ended.

90. **Speakers.**—The form of debate outlined in this book is the usual form. For this there should be at least four prepared speakers, and more if they are obtainable. These are the First Affirmative, First Negative, Second Affirmative, Second Negative, and, if possible, Third Affirmative and Third Negative. More prepared speakers are desirable if it is

possible to obtain them. After the prepared speakers have spoken the debate is thrown open to all those present. Any one may speak to the question who can obtain the floor, the only rules to be observed being the alternating of the affirmative and negative and the adherence to the point of view. A formal debate is one in which only prepared speakers take part and may be conducted by two speakers, but should have at least four.

When the words "prepared speakers" are used, they mean speakers who have acquainted themselves with both sides of the argument. As will be seen, the only prepared speeches are those of the first Affirmative and first Negative.

91. **First Affirmative.**—The Chairman introduces the first affirmative as follows: "Mr. A. will present the affirmative side of the argument." The speaker begins by recognizing the Chair and the audience and says, "Mr. Chairman and Ladies and Gentlemen." If it is a club he varies the above by saying "And members of" (here state name of club). In presenting the argument for the affirma-

tive the speaker simply presents the proposition as it stands. No attack having been made it simply rests with the affirmative to establish by proof a given proposition. This is usually expressed by saying that on the affirmative rests the burden of proof. It is for the speaker to decide what are the essential points to be proved. The first affirmative may not shirk the burden resting upon him; he must establish the proof of the proposition. As the Burden of Proof is on the First Affirmative the presumption favors the Negative. A skillful leader of the affirmative will so present the argument as to raise the presumption against the negative while not actually attacking it. This may be done by proving facts which shall raise a presumption in favor of the affirmative. If we accept the resolution as the subject for a debate, "That our Public Schools Are the Best in the World," taking for our point of view the educational results of the system carried out in those schools, the leader of the affirmative would have to prove that children educated at our schools were the

best-educated children in the world. By means of comparison with the children of other countries he could raise a presumption against the negative. The leader of the affirmative must then establish the fact contained in the proposition and apply his reasoning to that fact, being careful not to confound illustration for proof. The trend of an affirmative argument may be summed up as follows:

1. The resolution as presented is true.
2. It has been proved to be true for the following reasons.
3. There can be little doubt that it will continue to be true no matter how attacked. Nothing should be advanced by the leader of the affirmative that cannot be conclusively proved.

92. First Negative.—The Chairman introduces the leader of the Negative as follows: "Mr. B. will present the negative side of the argument." The leader of the negative presents the resolution from the negative standpoint; he maintains that it is not what is claimed. On him rests the Burden of Refutation. He does not answer any of the points brought forward by the affirmative; he has only

to present the negative. He proceeds on the assumption that the fact stated in the resolution cannot be sustained from the point of view stated. In stating the negative argument of a debate conducted on the resolution "That Our Public Schools Are the Best in the World," the negative would simply bring proofs to show that from an educational standpoint they were not.

93. Second Affirmative.—The second speaker in the affirmative is introduced by the Chairman as follows: "Mr. C. will speak on the affirmative and answer the leader of the negative." It will be seen from this that the second affirmative has no light task. He must confine himself strictly to answer what the leader of the negative has said. He may not introduce any new matter. It is also essential that he pursue the lines laid down by the leader of the affirmative. It needs a ready speaker and quick thinker to successfully take the part of second affirmative.

94. Second Negative.—The Chairman introduces the second negative by

saying: "Mr. D. will speak in the negative and answer the first and second affirmative." The second negative must be able to combat all the affirmative points that have been raised. He must confine himself to the ground outlined by his predecessor, the first negative. It will be easily understood that the second speakers on the affirmative and negative stand in need of quick wits and retentive memories. It is, however, always easier to attack than to maintain, and the first speakers have the hardest task.

95. Close of Debate.—If only four speakers are prepared the debate is then closed and the vote on the argument is taken (See 77). After this the subject debated is open to discussion, and all present may take part. When the discussion is finished, the second vote, outlined in 77, is put.

If more than four speakers are prepared to take part in the Debate, they become third Affirmative and third Negative and so on.

96. Speaking Versus Reading.—We have taken it for granted in this book

that whether a person is discussing, presenting an extemporaneous speech or debating, they are speaking; not reading.

It is impossible to debate with papers. Whatever we may think of the reading of papers, they are absolutely destructive to a debate. The speakers must be able to meet all sorts of unforeseen emergencies and often must say something entirely different from what they expected to say. No form of argumentation requires as much preliminary work as debating, and what often passes for extreme brilliancy is simply the result of careful preparation. It is the same with all speaking.

The only reason any one can give for taking up the time of an audience is that he has a thought to convey; to speak for any other reason is a waste of time. This thought may instruct, amuse, surprise, or be simply a narration of well-known facts; it may please or displease, but it must be a thought in order to furnish an excuse for speaking.

We speak to convey a thought, and this thought must be conveyed in a logical

and convincing way. If we are master of the arrangement of a speech and understand the proper use of language, we can say much that we would otherwise find it hard to say. Often a skillful speaker will interest and entertain his audience, while at the same time he is telling them truths which from one who is less skillful as a speaker would be unwelcome. No matter how short the time allowed you, try to convey some thought to your audience that they can carry away with them and digest.

It is hoped that the second part of this book will awaken a desire on the part of members of societies to discuss questions of current interest intelligently and debate them logically. It appears that the times are ripe for the cultivation of individual effort as shown in the ready speech, or well-thought-out debate. Let us depend more on ourselves and less on our encyclopedias. Let the written speech be left to such lecturers as must be sure of their statistics and let us seek to put ourselves in touch with our hearers without the barrier of a paper. No one can

read and look at his hearers at the same time. A reader can establish no magnetic connection with those to whom he reads. The magnetic connection a speaker should establish between himself and his audience is one of the greatest elements of his success. However fine your voice, you can scarcely use it to advantage if your head is bent over a paper. Be in a position to look your hearers in the face, speak to them as man to man, and let the papers be relegated to the scrap-basket or the club archives.

When you address an audience, be sure of your facts and avoid being vague. If you are interrupted or what you say is contradicted, ask the objector for proofs of what he says. If you are sure of your ground, you need not hesitate to do this.

Never try to be humorous at the expense of making your point tell. Many a good speech has been ruined through a mistaken sense of humor. Nothing humorous should be introduced at the commencement of a speech, otherwise the

audience will consider your whole speech lacking in seriousness.

A ready speaker is always in demand. By that phrase is meant one who can be called upon to speak with but little if any preparation. Only practice and training can accomplish this. It was said once of a brilliant speaker that he never spoke on the subject suggested. This proved he was brilliant but not ready.

With the proper application and concentration and a good all-round knowledge of the topics of the day, we can all train ourselves to speak acceptably if not brilliantly. This is an age of speeches, and all should be able to take part when called upon and do it in an interesting and convincing manner.

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